



WINNERSH PARISH COUNCIL

Winnersh Community Centre
New Road, Sindlesham
Wokingham, Berks, RG41 5DU
www.winnersh.gov.uk

**MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL
HELD ON TUESDAY 16th MAY 2023 AT 7:30pm
AT THE WINNERSH COMMUNITY CENTRE**

Councillors:

Cllr J Boadu	Cllr P Bray	Cllr L Doyle
Cllr P Giacon	Cllr D Green (Chairman)	Cllr G Harper
Cllr M Kak	Cllr F Obileye	Cllr R Shepherd-Dubey
Cllr J Southgate		

Officers:

Marcia Milsom, Clerk
Kerry Simpson, Assistant Parish Clerk

1. ELECTION OF CHAIRMAN

It was proposed by Cllr Harper, seconded by Cllr Bray and with no other nominations, **RESOLVED** that Cllr David Green be elected as Chairman for the coming year.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman would attend the office to sign the Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Fishwick, Kilby and Nicholson.

4. DECLARATION OF INTEREST

Cllr Harper declared an interest in Winnersh allotments.

5. ELECTION OF VICE CHAIRMAN

It was proposed by Cllr Bray, seconded by Cllr Doyle and with no other nominations, **RESOLVED** that Cllr Paul Fishwick be elected as Vice Chairman for the coming year.

6. COUNCILLOR VACANCIES

Following the recent election, WPC has two vacancies in the North Ward. WPC can now move straight to co-option to fill these spaces. The Clerk had commenced the co-

option process which must be completed within 35 days of the recent election – by 26th June 2023.

Co-option will take place at the June Council meeting. **Noted.**

7. APPOINTMENT OF COUNCILLORS TO STANDING COMMITTEES

It was **RESOLVED** to appoint the following members to the following Committees:

Finance & General Purposes Committee (F&GP): Cllrs Bray, Fishwick, Giacon, Harper, Shepherd-DuBey and Southgate.

Planning & Transport (P&T): Cllrs Boadu, Fishwick, Green, Harper, Kak and Obileye.

Recreation & Amenities (R&A): Cllrs Doyle, Green, Kilby, Nicholson and Southgate.

8. APPOINTMENT OF COUNCILLORS TO WORKING GROUPS

It was **RESOLVED** to appoint the following members to the following Working Groups:

Climate Change Emergency: Cllrs Fishwick, Giacon, Green, Kilby and Shepherd-Dubey

Sustainable Transport: Cllrs Bray, Fishwick, Harper and Kak.

History Group: Cllrs Bray and Southgate.

Facilities Development: Cllrs Doyle, Green, Harper and Southgate.

9. WINNERSH FUEL ALLOTMENT TRUST (WFAT)

The Trustees of the Winnersh Fuel Allotment Trust were confirmed as: Cllrs Prue Bray (Chair), David Green, Geoff Harper and John Southgate (Secretary), Mr Ric Tilbe, Mr Tony Auch, Mr Frank Breedlove (Treasurer) and Mr Paul Hampton.

It was noted that there was one vacancy for a Trustee. Cllr Giacon expressed an interest and was asked to submit his application to Cllr Bray.

10. HURST CONSOLIDATED CHARITIES

It was **RESOLVED** to confirm Cllr Geoff Harper as the WPC Trustee for Hurst Consolidated Charities.

11. REPRESENTATION TO OUTSIDE BODIES

It was **RESOLVED** to appoint the following members as representatives:

BALC – Cllr Geoff Harper

BOROUGH/PARISH LIAISON FORUM – Cllr David Green

WOKINGHAM CULTURAL ALLIANCE – Cllr Manju Kak

12. COUNCILLOR MOTION

Cllr Fishwick has presented the following motion for consideration:

That this Council seeks to remove the North and South wards at the first opportunity to avoid an election in one ward and vacancies in the other as has just happened in May 2023.

The Clerk was asked to request further information from WBC as to what the process was for holding a parish boundary review and investigate whether there was any historical reason for not having a single ward. The matter would be deferred to a future meeting.

ACTION: CLERK

13. COUNCILLOR TRAINING

The Clerk had advised that BALC is offering a 'Knowledge & Core Skills for Councillors' session on Tuesday 20th June 2023 from 10am – 2.30pm in Shinfield. The course is suitable for new Councillors or those that would like a refresher in the key aspects of being a parish or town Councillor.

Any Councillor interested in attending should advise the Clerk as soon as possible, spaces subject to availability. The Clerk advised that she had provisionally booked spaces for Cllrs Giacon, Kilby and Kak. **Noted.**

14. CLERK'S REPORT

The Clerk's report was attached as Appendix 1. **Noted.**

15. MINUTES OF THE PREVIOUS MEETINGS

It was **RESOLVED** that the minutes of the meeting held on 18th April 2023 (previously circulated) be confirmed and signed as a true record.

16. PUBLIC SESSION

There were no members of the public present.

17. CORRESPONDENCE

There were no items of correspondence received.

18. MEETINGS OF COMMITTEES OF COUNCIL

i. Recreation & Amenities Committee

- i.i It was **RESOLVED** that the minutes of the Recreation & Amenities Committee meeting held on 2nd May 2023 (previously circulated) be confirmed and signed as a true record.

- a. It was **RESOLVED** that £1,656.00 be vired from the Pavilion house project budget to enable the purchase of an additional 10 tables and 1 storage trolley for use in the Main Hall and Sindlesham Room.

ACTION: CLERK

- i.ii At the last meeting, the Clerk was asked to investigate maintenance regimes of other U15+ football pitches. After consulting with other Town & Parish Councils, there is no additional maintenance carried out on adult size pitches, however some Councils do restrict the number of matches played.

The Clerk had also asked WRFC on their anticipated future requirements and the Club had advised that they were now looking for an alternative venue for U15 matches and therefore would not be looking to proceed. **Noted.**

ii. **Planning & Transport Committee**

It was **RESOLVED** that the minutes of the Planning & Transport Committee meeting held on 25th April 2023 (previously circulated) be confirmed and signed as a true record.

iii. **Finance & General Purposes Committee**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 25th April 2023 (previously circulated) be confirmed and signed as a true record.

19. QUESTIONS

None received.

20. REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES.

Cllr Harper had attended a meeting of Hurst Consolidated Charities. He reported that there was one vacant property that was currently being refurbished and that the charity was in a financially healthy position. **Noted.**

21. REPORTS FROM WBC WARD AND PARISH COUNCILLORS

- i. A written report from Ward Councillors was attached at Appendix 2. **Noted.**

22. CAPITAL PROJECT UPDATE

- i. An update on 2023-24 capital projects was attached at Appendix 3. **Noted.**

23. WINNERSH FETE

Cllr Southgate gave an update on the fete preparation as follows:

- First aid provision booked;
- WBC providing 2 inflatables and WPC providing one other;

- Flyers have been finalised and sent to printers – help was requested from all Councillors to deliver to all households. The Clerk would forward the flyer to all members.

ACTION: CLERK

- Banners ordered;
- 40+ stall holders booked;
- Charities selected – LINK Visiting Scheme and First Days Children's Charity;
- Arena programme finalised;
- 3 sponsors obtained;
- Raffle prizes still being collected.

24. ORDERS FOR PAYMENT

A schedule of all payments due since the last meeting had been previously circulated and is attached at Appendix 4.

- The Clerk queried the necessity of the HR support from HALC and it was agreed that this had been a historical requirement and no longer needed.

It was **RESOLVED** to approve the schedule of payments, excluding the payment to HALC.

- It was **RESOLVED** that Cllrs Bray and Shepherd DuBey would examine and authorise the payments listed on the schedule.

ACTION: CLLRS BRAY & SHEPHERD-DUBEY

25. CIVIC AWARDS

The Working Group had reviewed the nominations and recommended that two adult and one junior awards were made as follows:

Nadine Chapman-Shave – for work with young people;
Graham Clifford – for work on behalf of Hatchwood Mill residents;
Harry Peksa (Junior) – for litter picking.

It was **RESOLVED** to accept the recommendations of the Working Group and that a certificate and £30 voucher be awarded to each award recipient, presented at the Winnersh Fete.

ACTION: CLERK

26. DESIGN SOFTWARE

The Clerk had asked for consideration to be given to create a WPC Canva Pro account to enable production of graphic designs for events such as the summer fete and civic awards. The cost of an annual subscription is £99.99.

It was **RESOLVED** that the Clerk subscribe to a Canva Pro account.

27. FACILITIES DEVELOPMENT WORKING GROUP

A structural survey of the Allnatt Pavilion was scheduled for 31st May. The Working Group would review the survey when received. **Noted.**

28. CLIMATE CHANGE EMERGENCY WORKING GROUP

- i. A report by Cllr Fishwick was attached at Appendix 5. **Noted.**

29. WINNERSH SUSTAINABLE TRANSPORT WORKING GROUP

- i. A report by Cllr Fishwick was attached at Appendix 6. **Noted.**

The next Full Council meeting would be held on Tuesday 20th June 2023 at 7.30pm.

The meeting closed at 10.03pm.

Full Council Clerk's Report - May 2023

Meeting Action Point	Date Decision Ratified	Minute reference	Owner	Notes	Status
Solar panel battery installation	24.01.23	3.2	DG	Battery installed by Greenpower Installations	Complete
Hall floor sand/seal	24.01.23	8.6	Clerk/GH	Works scheduled for August 2023.	In progress
CIL Co-funding	21.02.23	12	Clerk	Agreed to fund £5k CIL funds to California Country Park project. No further update received. Works due to commence April 23.	In progress
Winnersh Fete	21.02.23	13	DG/JH/PF/JS/ Clerk	Organisation of event ongoing. On agenda for update	In progress
Coronation bench	21.03.23	7 i.a	Clerk	The Clerk has placed an order for the new bench.	In progress
Bearwood Rec signage	21.03.23	7 i.c	Clerk	An order has been placed for the new signage	In progress
Utilites	21.03.22	19	Clerk	An energy audit is being carried out on 11th May	In progress
Local Bus Services	21.03.22	23	Clerk	Item deferred to June meeting. Cllr Fishwick has advised usage figures are not available. Contribution costs are based on active mileage in the Parish.	In progress
Rainbow Park Youth Work	18.04.22	7 i.i a	Clerk	The Clerk has advised Berkshire Youth of the agreement to fund an additional worker	Complete
Allotment combination locks	18.04.22	7 i.i c	Clerk	An order has been placed with A1 Locks for replacement combination locks. Work will be completed once WBC have carried out adjustments to the vehicle gate	In progress
Sindlesham Room/JGR architect drawings	18.04.22	7 i.i d	Clerk	The Clerk is meeting with Lee Norris on 11th May	In progress
Pavilion House works	18.04.22	7 i.i e	Clerk	All orders for works have been placed.	In progress
MH disabled toilet refurbishment	18.04.22	7 i.i f	Clerk	An order has been placed with Berkshire Construction	In progress
Allnatt Pavilion building survey	18.04.22	7 i.i g	Clerk	A surveyor from Allcott Associates is attending on 31st May	In progress
Basketball re-marking	18.04.22	7 i.i h	Clerk	An order has been placed with Nick Robins	In progress
Memorial Bench	18.04.22	7 i.i i	Clerk	An order has been placed and total cost information passed to the resident	In progress
Sindlesham Room door magnet	18.04.22	7 i.i j	Clerk	The steel frame and magnet have been installed by Berkshire Construction	Complete
WRFC goal store	18.04.22	7 i.i k	Clerk	On agenda for discussion	In progress
Numatic scrubber/dryer	18.04.22	7 i.i l	Clerk	The machine is in situ and being used	Complete
MH LED mood lighting	18.04.22	7 i.ii	Clerk	An order has been placed with Berkshire Construction	In progress
Civic Awards WG	18.04.22	14	PF/DG/GH/ Clerk	Recommendation on agenda for discussion	In progress
Solar panel replacement	18.04.22	16 iii	Clerk	The replacement panels have been fitted by Greenpower Installations	Complete

Other issues:

Meetings/Training attended by Clerk:

12th April	Meetings with Pavilion House contractors
18th April	Council meeting
25th April	Floor scrubber demo
27th April	Meeting with electrician re emergency lighting
2nd May	Civic Award WG meeting
2nd May	R&A meeting

Item 5 - Ward member update to Winnersh Parish Council from Borough Councillors Prue Bray, Paul Fishwick and Rachelle Shepherd-DuBey

16th May 2023

Borough Council elections 4th May

Paul Fishwick was re-elected as a borough councillor for the Winnersh ward and will remain as the Executive Member for Active Travel, Transport and Highways.

Following the elections the make up of the Borough Council is now as follows:

Liberal Democrat	26 seats +3
Conservative	22 seats -3
Labour	5 seats +2
Independent	1 seat -1

IEMD – Old Forest Road reduced speed limit.

An IEMD is planned for 12th May when a report will be presented to Cllr Paul Fishwick to consider the reduction in speed limit on Old Forest Road from 40mph to 30mph. The Parish Council has been consulted, along with Wokingham Town Council and Winnersh and Emmbrook ward Borough Councillors and no objections have been received.

[Agenda for Executive - Individual Member Decisions on Friday, 12th May, 2023, 2.30 pm - Wokingham Borough Council \(moderngov.co.uk\)](#)

Structural road maintenance programme

B3030 Mole Road (Bearwood Road to New Road) will be closed between 20:00 and 06:00 11th/12th May to carry out remedial works.

Targett Court and Wilson Court micro asphalt – completed

Old Forest Road (A329 Reading Road to Commons Road) – Surface dressing 13th and 14th May.

Dolphin Close playpark

A report on continued teenager antisocial behaviour at the play park has been submitted to the ASB team at Wokingham Borough Council.

Capital Projects Update 2023/24

Item No		Project	Budget	Committed/ Actual Cost to date	Project Detail	Action/Notes
1	R&A	Community Hall Floor	10,000.00	8,784.12	Agreed to carry out sand and re-seal of existing floor and replace at a future date.	Works scheduled for August 2023.
2	R&A	Toilet Refurbishment	30,000.00	5,527.62	Replace the toilets in the WCC and replace with 3 unisex and 1 accessible + corridor to lead to the outside	Disabled toilet quotes agreed and order placed. Quotes being sought for main toilet upgrade.
3	R&A	Path Renewals & Ramps	15,000.00		Replace the footpath with bitmac/resin or similar or replace/repair rocking and broken slabs between the car park and the community centre and around by the Sindlesham Room/Parish Office.	Cllr Harper sourcing quotes
4	R&A	Dimmable Lighting	5,000.00	342.18	Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	LED mood lighting quote agreed. Order placed.
5	R&A	Sindlesham Room/Parish Office	25,000.00		Strip out bar area and install internal lift and staircase from bar area to John Grobler Room	Clerk meeting with architect
6	R&A	Car Park levelling	10,000.00		Disabled bay tarmac and gravel	Cllr Harper sourcing quotes
7	R&A	Play Area Equipment replacement	20,000.00	16,857.40	New toddler unit	Toddler unit order placed with ARD. Installation anticipated May.
8	R&A	Hall Curtains	5,000.00		Replace the curtains in the main hall	Cllr Doyle sourcing quotes
9	R&A	Pavilion House	30,000.00		New kitchen & bathroom, electrical works, plastering works, carpet to stairs and landing, new windows and doors	Orders placed. Windows/doors being fitted 22nd/23rd May. Decorating quotes being sought
10	F&GP	Small Projects	500.00			
11	FC	Climate Change Working Group	10,000.00			
12	FC	Sustainable Transport Working Group	500.00			
			£ 161,000.00	£ 31,511.32		

	Schedule of Payments - May 2023			
	Payee	Description	Amount	Comments
	Payroll			
1	Net Salaries	Net Salaries (MM/CF/JR/JY/KS)	£ 5,699.86	May-23
2	HMRC	PAYE & NI	£ 1,467.32	
3	Berkshire LGPS	LGPS Contributions	£ 1,668.34	
	Invoiced Payments			
4	Active Risk Management	Q4 Playground Inspection	£ 368.00	April 2023
5	Allcott Commercial	Allnat - Building survey inspection	£ 1,074.00	May 2023
6	BALC	BALC & NALC subscription fee	£ 1,797.54	May 2023
7	Beyond First Aid	2 x medics for Fete	£ 270.00	May 2023
8	Bowak	Caretaker supplies	£ 300.14	May 2023
9	Circus Scene	Fete 2023	£ 485.00	May 2023
10	Chris Fazey	Expenses - Paint	£ 8.47	April 2023
11	Collard	Waste Removal	£ 109.93	April 2023
12	David Knight	Window Cleaning	£ 120.00	May 2023
13	EON	Gas - Community Centre	£ 599.66	1st Apr - 17th Apr
14	HALC	Bronze membership - HR only	£ 277.20	April 2023 - March 2024
15	Initial hygiene	01/04/23 - 31/03/24	£ 379.48	May 2023
16	ITQED	IT monthly support	£ 98.80	May 2023
17	ITQED	PC backups & anti-virus	£ 40.19	May 2023
18	ITQED	365 backup	£ 57.60	May 2023
19	Kalkwick	Fete Leaflets	£ 265.40	May 2023
20	Karcher	Engineer call out fee	£ 251.71	April 2023
21	Lesley Doyle	Expenses - Frame for artwork	£ 158.50	April 2023
22	Maragret Jones	Refund - deposit	£ 60.00	May 2023
23	Nick Robins	Grounds Maintenance	£ 894.00	April 2023
24	Nick Robins	Tree belt strimming	£ 240.00	May 2023
25	Rialtas	Software support & maintenance	£ 80.37	April 2023
26	Rialtas	Allotments software - annual support	£ 241.79	April 2023
27	SES Business Water	Allotment Water	£ 35.72	May 2023
28	TDP Ltd	Bench	£ 1,331.51	May 2023
29	Web Marketing Matters	Website support	£ 177.12	01 April 2023
30	Wokingham Borough Council	Rent - lease of land allotments	£ 1,000.00	April 2023
	TOTAL for Payroll/Invoiced Payments/Refunds		£ 19,557.65	
	Direct Debits			
31	British Gas Lite	Gas- Community Centre	£ 523.64	19 Apr - 16 May
32	BT	Broadband and phone	£ 39.00	April 2023
33	Sage	Accounts Software	£ 14.40	May 2023
34	Daisy	Caretaker mobile phone	£ 14.17	May 2023
35	Sirus Telecom	Monthly maintenance	£ 55.98	May 2023
36	YGP	Electric	£ 236.36	April 2023
	TOTAL for Direct Debits		£ 883.55	
	Lloyds/UNITY Bank Multipay Card			
37	Wickes	Hall & Rec Ground - paint	£ 178.05	April 2023
38	Amazon	Wireless door bell for office	£ 18.98	April 2023
39	Amazon	Call point test keys	£ 4.99	April 2023
40	Wickes	Dorr handle for Community Centre	£ 6.00	April 2023
41	Lloyds	Monthly fee	£ 3.00	April 2023
	TOTAL for Multipay Card by Direct Debit		£ 211.02	
	TOTAL SPEND			
	Paid since the last meeting			
42	Alpha Windows	Deposit - Pavilion House	£ 1,228.00	01-Apr-23
	TOTAL paid since last meeting		£ 1,228.00	
	Bank Balance at			
	Unity Bank		£ 275,141.69	as at 10th May 2023
	Natwest Business Reserve		£ 45,482.18	As at 28 April 2023
	Natwest Current Account		£ 2,500.00	As at 31 March 2023
	TOTAL for all Bank Accounts		£ 323,123.87	

Winnersh Parish Council

Item 17

Climate Change Action Plan

Action – update (11th May 2023)

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 – Options continue to be considered with Wokingham Borough Council, but no new funding opportunities are currently available.

Note that there will be a site in **Chatsworth Avenue** Winnersh with two charging points obtained through a Wokingham BC arrangement and this will be installed by July 2023.

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 –.

Repairs

These have now been completed.

Battery

The battery system is now complete and functioning and came into use at the last Full Council meeting on 18th April 2023, where all the electricity had been generated from the solar panels.

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 – An April 2023 e-newsletter was published, and a May/June Fete special is now being prepared.

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 – an article has been included in the Winter 2022/23 edition of the e-newsletter – ongoing action to promote the Climate emergency in further versions of e-newsletter are planned after the fete special.

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 –

The planting of 8 trees was planned during March 2023, after the National Highways works have been completed and a donation of £150 taken from the Climate Change fund was approved by Council at the December meeting of Council. However, the National Highways works have been delayed due to bad weather in December and January.

The trees will be planted during the autumn of 2023.

Once the trees are planted this action will be marked as completed.

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). – Planned article in future e-newsletter.

Summary and recommendation.

The Climate Change Action Plan has an Annual Review and updates and new actions are reported to Council at each meeting. The last annual review was carried out on 31st January 2022 and reported to Council on 8th February 2022 (item 13 refers).

The Council set itself 29 actions most of which have been completed or are ongoing. As there have been elections the new Climate Change Working Group can consider new actions for 2023/24 and brought to the new Parish Council after the May 2023.

The Winnersh Sustainable Transport Group



Stations Adoptions Winnersh and Winnersh Triangle stations

Community Rail week will take place from Monday 22nd to Sunday 28th May around the theme of 'Connecting Communities By Rail' and further details can be found on the link [Community Rail Week](#).

Winnersh Parish Council, as lead for the two stations, will support the event by promotion through the web site and social media.

Winnersh and Sindlesham Community Speedwatch

Since the last meeting of Full Council on 18th April there has not been any Community Speedwatch session due to lack of resource.

The current volunteer team consists of Cllrs Bray, Doyle Fishwick and Shepherd-DuBey and former cllr Hanna who is only available at weekends.

Several residents have shown interest in becoming volunteers but have not completed the compulsory online Police training session.

We do need to recruit more volunteers to enable the approved sites to be monitored.

Further sessions will be planned, when resources allow, and recruitment of new volunteers is continuing through the e-newsletter and a planned sign-up at the Community fete.



Bike racks at Sainsbury's

The missing bike racks at Sainsbury's have now been replaced.