



Winnersh Parish Council

Winnersh Community Centre
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Minutes of the **WINNERSH PARISH COUNCIL** meeting held on **Tuesday 19th December 2023 at 7:30pm** at the Winnersh Community Centre

Councillors Present:

Cllr J Boadu	Cllr L Doyle	Cllr P Fishwick
Cllr P Giacon	Cllr D Green (Chairman)	Cllr G Harper
Cllr R Nicholson	Cllr R Shepherd-DuBey	Cllr J Southgate

Officers: Marcia Milsom, Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bray, Fyfe, Kak, Kilby and Obileye.

2. DECLARATION OF INTEREST

None.

3. CLERK'S REPORT

The Clerk's report with updates on matters arising from the previous minutes was attached as Appendix 1. **Noted.**

- The Clerk reported that the Royal British Legion had advised it was not holding a D-Day beacon event but that Hurst Parish Council might be. The Clerk had contacted Hurst PC and was awaiting a response.

Cllr Shepherd-Dubey joined the meeting at 7.36pm.

- The Clerk reported that the Woodland Trust trees would be delivered in March 2024. She suggested that the schools be invited to participate in the planting and this was agreed. Cllrs Fishwick and Harper offered to determine the exact location of the planting.

ACTION: CLERK

4. MINUTES OF THE PREVIOUS MEETINGS

It was **RESOLVED** that the minutes of the meeting held on 21st November 2023 (previously circulated) be confirmed and signed as a true record.

5. PUBLIC SESSION

There were no members of public in attendance.

6. STANDING COMMITTEES

Cllr Fyfe had expressed an interest in joining the R&A Committee.

It was **RESOLVED** that Cllr Fyfe be appointed to the R&A Committee.

7. MEETING ATTENDANCE

A report on Councillor meeting attendance from May – November 2023 was attached at Appendix 2. **Noted.**

8. CORRESPONDENCE

The following items of correspondence had been received:

- i. Email from WBC Cleaner & Greener Team advising of the date of the annual litter pick as 23rd & 24th March 2024 – attached at Appendix 3.

It was **RESOLVED** that WPC host a litter picking event on Sunday 24th March 2024 in the same format as previous years.

- ii. Email newsletter from CCB – link provided to Councillors. **Noted.**

9. MEETINGS OF COMMITTEES OF COUNCIL

i. Recreation & Amenities Committee

It was **RESOLVED** that the minutes of the Recreation & Amenities Committee meeting held on 5th December 2023 (previously circulated) be confirmed and signed as a true record.

- a. Main Hall Toilet Refurbishment – the Committee had provisionally agreed the award of contract to Contractor B. The Clerk had subsequently received information advising that the quote was not inclusive of VAT. The Clerk had met again with Contractor B who at the time advised he was unable to reduce the price to the agreed budget. On this basis, the Clerk had recommended amending the award of contract to Contractor C. The Clerk reported that she had now received an updated quote from Contractor B at the agreed budget.

It was **RESOLVED** that the contract be awarded to Contractor C (Rex Renovations & Building Ltd) in the sum of £16,500.00 + VAT.

ACTION: CLERK

ii. **Planning & Transport Committee**

It was **RESOLVED** that the minutes of the Planning & Transport Committee meeting held on 12th December 2023 (previously circulated) be confirmed and signed as a true record.

10. QUESTIONS

There were no questions from Parish Councillors on parish matters not covered elsewhere on the agenda.

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

Cllr Green had attended the Borough/Parish Liaison meeting. He reported that financial reports and details of the difficulties in supporting adult social care and home to school transport costs were presented, and information on the deployment of EV chargers across the borough.

Cllr Green reported that the meeting was very interesting and he would circulate the slides when they became available.

12. REPORTS FROM WBC WARD AND PARISH COUNCILLORS

- i. A written report from Cllr Bray was attached at Appendix 4. **Noted.**
- ii. Cllr Fishwick reported that the Aldi planning application had now been approved. Cllr Southgate raised concerns about building on a flood plain. Cllrs Fishwick and Shepherd-Dubey advised that as a previous application for the site had been approved, WBC had determined that the application be allowed as the precedent had been set. Any new applications for adjacent areas would be scrutinised at the time.

Cllr Fishwick also reported that the draft local transport plan consultation would start on 20th December and run until February 2024.

- iii. There were no verbal reports from Parish Councillors on matters within their wards.

13. CAPITAL PROJECT UPDATE

- i. An update on 2023-24 capital projects was attached at Appendix 5. **Noted.**

The Clerk was thanked for progressing the projects.

14. WINNERSH FUEL ALLOTMENT TRUST (WFAT) MEMBERSHIP

To implement the arrangement agreed at the last Council meeting, WFAT's solicitors had recommended that the Council become the Trust's sole Member. This would mean that the Council would appoint WFAT's Trustees (on the recommendation of the existing Trustees) but would not need to have any other active involvement. A formal motion to this effect was required as part of WFAT's application to the Charity Commission.

Cllr Southgate advised that specific wording had now been received from the WFAT solicitors.

It was **RESOLVED** that:

- the Parish Council consents to become a member of the Winnersh Fuel Allotment Trust (the Company);
- the Parish Council undertakes to contribute to the assets of the Company in the event of its being wound up whilst the Parish Council is still a member, or within one year after it ceases to be a member, for the payment of the Company's debts and liabilities contracted before it ceased to be a member, payment of the costs, charges and expenses of winding up, and adjustment of the rights and contributories among the members, up to a total liability of £10.00 (this covers the Company's guarantee); and
- it authorises the Company to enter the Parish Council's details into its register of members.

15. ORDERS FOR PAYMENT

A schedule of all payments was attached at Appendix 6.

- i. It was **RESOLVED** to approve the schedule of payments.
- ii. It was **RESOLVED** that Cllrs Doyle and Green would examine and authorise the payments listed on the schedule.

ACTION: CLLRS DOYLE & GREEN

16. CHRISTMAS EVENT

The event held on 2nd December was very well attended and appeared to have been successful. The raffle, donations and stalls raised £603.62 for Wokingham Foodbank. The Clerk advised that there were some minor amendments needed for any future event. Cllr Harper asked for a vote of thanks to the staff to be recorded.

It was **RESOLVED** that the event be held again in 2024 and it was agreed that the date be set as Saturday 30th November 2024.

Cllrs Green and Southgate asked for thanks to be forwarded to Winnersh Garden Centre for the loan of Christmas lights and The Barberettes for coming to sing.

ACTION: CLERK

17. CLIMATE CHANGE WORKING GROUP

A report by Cllr Fishwick had been circulated prior to the meeting and is attached at Appendix 7. **Noted.**

18. WINNERSH SUSTAINABLE TRANSPORT WORKING GROUP

A report from Cllr Fishwick had been circulated prior to the meeting and is attached at Appendix 8. **Noted.**

The next Full Council meeting would be held on Tuesday 23rd January 2024 at 7.30pm.

The meeting closed at 8.12pm.

Full Council Clerk's Report - December 2023

Meeting Action Point	Date Decision Ratified	Minute reference	Owner	Notes	Status
CIL Co-funding - California Country Park	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
CIL Co-funding - Local Bus Services	21.03.22	23	Clerk	Clerk has confirmed contribution with WBC. Awaiting payment request	In progress
Sindlesham Room/JGR drawings	18.04.22	7 i.i d	Clerk	Quotes being reviewed by R&A	In progress
Christmas event	20.06.23	21	Clerk & WG	Event complete	Complete
Investment Accounts	19.09.23	8 iii d	Clerk/APC	CCLA account application in progress. Redwood Bank account opened and £85,000 transferred	In progress
Allotment solar shed	23.11.23	6 iii	Clerk	Clerk & CELO met with Ray Barry (WBC). Location agreed by R&A. Installation due Jan 24	Complete
D-Day 80	23.11.23	13	Clerk	The Clerk has spoken with RBL - no beacon event being held. Clerk is liaising with Hurst PC regarding any planned beacon event.	In progress
Woodland Tree pack	23.11.23	19 ii	Clerk	Clerk has applied and received confirmation of award of urban tree pack. Delivery Mar 24	In progress
SR/JGR windows	23.11.23	19 iii	Clerk	Clerk has placed order for windows. Installation being carried out end of December	In progress

Meetings/Training attended by Clerk:

21st November	Council meeting
22nd November	Finchampstead PC Clerk funeral
24th November	WBC Library discussion re Christmas opening
28th November	Allotment site meeting re solar sheds
2nd December	Christmas Event
5th December	R&A meeting
6th December	Wokingham Clerk's Forum
Staff Holiday	
18th December - 1st January	Joanne Yeomans

2023/2024		FC	PT	RA	PT	FC	RA	PT	FC	FGP	PT	RA	PT	FC	RA	PT	FC	FGP	RA	PT	FC	RA	PT	Number attended	Possible	Percentage attendance
		16.05.23	23.05.23	06.06.23	13.06.23	20.06.23	04.07.23	11.07.23	18.07.23	25.07.23	08.08.23	05.09.23	12.09.23	19.09.23	03.10.23	10.10.23	17.10.23	24.10.23	07.11.23	14.11.23	21.11.23	05.12.23	12.12.23			
Boadu	P&T	x			x	x		x			x		x			x							x	8	14	57%
Bray	F&GP	x							x	x				x			x				x			6	8	75%
Doyle	R&A	x		x		x	x		x			x			x		x		x		x			10	12	83%
Fishwick	P&T/F&GP				x	x		x		x	x		x	x		x	x	x			x			11	16	69%
Fyfe														x			x							2	3	67%
Giacon		x			x	x			x	x	x		x	x							x			9	11	82%
Green	P&T/R&A	x	x	x	x		x	x	x			x	x	x	x	x	x		x		x	x		16	20	80%
Harper	P&T/F&GP	x			x	x		x	x	x	x		x	x		x	x	x		x	x		x	15	16	94%
Kak	P&T	x	x		x	x		x					x							x	x		x	9	14	64%
Kilby	R&A					x			x			x		x			x				x			6	12	50%
Nicholson	R&A			x		x	x					x			x						x	x		7	12	58%
Obileye	P&T	x	x		x	x			x		x									x	x			8	14	57%
Shepherd-Dubey	F&GP	x				x			x	x							x	x			x			7	8	88%
Southgate	R&A/F&GP	x		x		x	x			x		x			x		x	x	x		x	x		12	14	86%

Full Council	6
R&A	6
P&T	8
F&GP	2
	22

Annual Litter Pick 2024

Good Morning,

I hope you have had a good year! In preparation for the new year, I wanted to confirm that the 2024 annual litter pick will be taking place on the 23rd and 24th of March 2024. The Annual Litter Pick is a great opportunity to improve the local environment and spread awareness of keeping the borough tidy.

If you would like to participate in the annual litter pick, please complete the attached requirement form and return the form to us by the 31st January 2024. After this date we will begin updating our website and review the equipment requests.

We would like to encourage Adopt a Street members to participate in the events and bring their own equipment.

The event will be in conjunction with Keep Britain Tidy's Spring Clean, and you can find more information on their website [Great British Spring Clean | Keep Britain Tidy](#) .

If you have any further questions about the 2024 Annual Litter Pick, please don't hesitate to contact me.

Many thanks,

Kirsten

Borough Ward member update to Winnersh Parish Council from Borough Councillor Prue Bray

I would like to report that I went to the Primary Schools' Carol Concert on Sunday at Loddon Valley Leisure Centre, at which both Bearwood and Winnersh Primaries were represented and sang beautifully.

I would also like to draw people's attention to the fact that parking restrictions and parking charges will continue to apply over the Christmas period and that the ONLY day parking wardens don't work is Christmas Day, so people should not make the mistake of thinking that they won't get charged on Boxing Day.

The planning application for Aldi at Gazelle Close is due to be decided at Planning Committee on 13th December. It has been recommended for approval.

Capital Projects Update 2023/24 - December 2023

Appendix 5

Item No		Project	Budget	Actual Cost to date	Committed Cost to date	Project Detail	Action/Notes	Status
1	R&A	Floor Scrubber/Dryer		1,449.99			Machine purchased.	Complete
2	R&A	Community Hall Floor	9,000.00	8,784.12		Agreed to carry out sand and re-seal of existing floor and replace at a future date.	Sand and re-seal works completed	Complete
3	R&A	Toilet Refurbishment	30,000.00	6,177.62		Replace the toilets in the WCC and replace with 3 unisex and 1 accessible + corridor to lead to the outside	Disabled toilet works completed	Complete
							R&A reviewing quotes	In progress
4	R&A	Path Renewals & Ramps	15,000.00	3,650.00		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.	Works carried out w/c 11th September	Complete
5	R&A	Dimmable Lighting	5,000.00	342.18		Low level/dimmable lighting in the Winnersh Hall and Sindlesham Room	LED lighting uprade completed	Complete
6	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 continuing to obtain quotes	In progress
7	R&A	Car Park levelling	10,000.00	5,900.00		Disabled bay tarmac and gravel	Works carried out w/c 11th September	Complete
8	R&A	Play Area Equipment replacement	20,000.00	16,857.40		New toddler unit	New unit installed.	Complete
9	R&A	Hall Curtains	5,000.00	1,259.00	1,259.00	Replace the curtains in the main hall	Fitting re-scheduled to January 2024	In progress
10	R&A	Pavilion House	28,344.00					
		Windows/Doors		6,143.33		New windows and doors	Windows/doors fitted 22nd/23rd May.	Complete
		Kitchen/Bathroom		13,545.41		New kitchen & bathroom, electrical works, plastering works	Works completed	Complete
		Carpet		917.28		Carpet to stairs and landing	Works completed	Complete
		Decorating		3,600.00			Works completed	Complete
				24,206.02				
11	R&A	New tables	1,656.00	1,273.59			Tables delivered	Complete
12	F&GP	Small Projects	500.00					
13	FC	Climate Change Working Group	10,000.00	5,676.67			SR/JGR window order placed. Installation between Christmas and New Year	In progress
14	FC	Sustainable Transport Working Group	500.00					
15	FC	Sindlesham Room Door Magnet	-	685.92			Magnet installed	Complete
16	FC	Coronation	1,000.00	1,162.89			Bench installed. Artwork framed and hung in hall.	Complete
			£ 161,000.00	£ 77,425.40	£ 1,259.00			

	Schedule of Payments - December 2023			
	Payee	Description	Amount	Comments
	Payroll			
	Net Salaries	Net Salaries	£ 6,281.18	Dec-23
	HMRC	PAYE & NI	£ 1,405.71	
	Berkshire LGPS	LGPS Contributions	£ 2,466.52	
	Invoiced Payments			
	Alpha Windows	Deposit with order	£ 1,362.40	Dec 2023
	Alpha Windows	Stage Payment	£ 3,406.00	Dec 2023
	Alpha Windows	Balance on completion	£ 2,043.60	Dec 2023
	Badgemaster	Lanyard for new Councillors/Staff	£ 47.82	Dec 2023
	Castle Water	Community Centre	£ 75.29	Dec 2023
	Collard	Waste Removal	£ 121.00	Dec 2023
	David Knight	Window Cleaning	£ 120.00	Dec 2023
	Freely Fruity	Mini Orchard - donation	£ 150.00	Dec 2023
	ITQED	IT monthly support	£ 98.80	Dec 2023
	ITQED	PC backups & anti-virus	£ 40.19	Dec 2023
	ITQED	365 backup	£ 57.60	Dec 2023
	Marcia Milsom	Mulled Wine/Mince Pies	£ 255.50	Dec 2023
	Marcia Milsom	Master plug Socket adapter	£ 12.80	Dec 2023
	Marcia Milsom	Weatherproof Box	£ 27.99	Dec 2023
	Marcia Milsom	Weatherproof Box	£ 27.99	Dec 2023
	Nick Robins	Grounds Maintenance	£ 438.00	Dec 2023
	Nick Robins	Tree survey/ditch clearance	£ 510.00	Dec 2023
	Web Marketing Matters	Website Support	£ 202.80	Dec 2023
	Wokingham Food Bank	Christmas Event Charity	£ 603.62	Dec 2023
	TOTAL for Payroll/Invoiced Payments/Refunds		£ 19,754.81	
	Direct Debits			
	BT	Telephone & broadband charges	£ 70.74	Dec 2023
	Sage	Accounts Software	£ 15.60	Dec 2023
	Daisy	Caretaker mobile phone	£ 9.00	Dec 2023
	Sirus Telecom	Monthly maintenance	£ 55.98	Dec 2023
	British Gas	Winnersh Hall gas	£ 995.92	Nov-Dec 2023
	British Gas	Allnatt Pavilion gas	£ 174.74	Nov-Dec 2023
	Unity Trust	Cash & cheque charges	£ 5.10	Sep-Dec 23
	TOTAL for Direct Debits		£ 1,327.08	
	Lloyds/UNITY Bank Multipay Card			
	Screw Fix	First Aid Kit	£ 39.98	Nov 2023
	TLC	Christmas - Tree lights	£ 297.60	Nov 2023
	Timpson	Cylinder & Mort	£ 15.00	Nov 2023
	Amazon	Call Point reset keys	£ 3.98	Nov 2023
	Amazon	Copier paper and post it notes	£ 28.48	Nov 2023
	Amazon	Napkins and paper cups	£ 45.17	Nov 2023
	Amazon	Table Covers	£ 28.77	Nov 2023
	Pop Top UK	Fire Dancer - Deposit	£ 216.00	Nov 2023
	Amazon	Rope and Plastic hooks	£ 27.58	Nov 2023
	Amazon	Cable ties	£ 2.99	Nov 2023
	We R Christmas	Christmas lights	£ 157.48	Nov 2023
	Argos	Weather proof box	£ 27.99	Nov 2023
	Amazon	Plastic Hooks	£ 6.99	Nov 2023
	We R Christmas	Christmas lights	£ 36.62	Nov 2023
	Winnersh Garden Centre	Tree Topper	£ 14.99	Nov 2023
	Sainsburys	Biscuits and Squash	£ 25.80	Nov 2023
	We R Christmas	Delivery Refund	-£ 8.99	Dec 2023
	Lloyds Credit Card	Monthly fee	£ 3.00	Dec 2023
	TOTAL for Multipay Card by Direct Debit		£ 969.43	
	TOTAL SPEND		£ 22,051.32	
	Paid since the last meeting			
	Cerys Dolamore	Previous hirer paid in error - refund	£ 91.35	Dec 2023
	Pop Top UK	Fire Dancer	£ 180.00	Dec 2023
	Marcia Milsom	We R Christmas - lights	£ 948.18	Dec 2023
	Winnersh Parish Council	Redwood Bank - 1 year investment	£ 85,000.00	Dec 2023
	TOTAL paid since last meeting		£ 86,219.53	
	Bank Balance held			
	Unity Bank		£ 214,308.14	As at 13/12/2023
	Redwood		£ 85,000.00	As at 01/12/2023
	TOTAL for all Bank Accounts		£ 299,308.14	



Stations Adoptions Winnersh and Winnersh Triangle stations

Cllr Kak is working with the schools on creating murals for under the tunnel at Winnersh Triangle.

Cllr Fishwick has been asked to chair the forthcoming Community Rail meetings, which he has accepted.

Winnersh and Sindlesham Community Speedwatch

Since the last meeting of Full Council on 21st November 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.

.Cllr Paul Fishwick



Winnersh Parish Council

Climate Change Action Plan – update (19th December 2023)

At the meeting of Full Council on 19th September 2023 (agenda item 17 refers) a report was presented to Council setting out the direction for the near future on Climate Change for the authority.

The Council set itself 30 actions, and where possible these have been completed or are ongoing. There is further work to be done to make our buildings more energy efficient and it was agreed in September that the main focus of future Climate Change work should align with that objective. An example of this was presented to the meeting of Council on 21st November 2023 (Agenda item 19 ii refers) when it was agreed to replace the windows in the Sindlesham and John Grobler rooms.

Requests for action in other topic areas can be considered by the Climate Change Working Group for referral to Full Council.