



**Winnersh Parish
Council**

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**MINUTES OF THE ANNUAL MEETING OF WINNERSH PARISH COUNCIL
HELD AT 9.10p.m. ON TUESDAY 10 MAY 2016
IN THE JOHN GROBLER ROOM**

PRESENT: Cllrs J Southgate (Retiring Chairman), J Bray, P Bray, J Curtis, D Green, S Hanna, G Harper, D Hunt, R Holdstock, N Kilby, F Obileye, P Ray, R Shepherd-DuBey, C Taylor.

In attendance: Clive Hudson (WPC Clerk).

1 ELECTION OF CHAIRMAN FOR COMING YEAR

1.1 Cllr J Southgate **PROPOSED** and Cllr R Shepherd-Dubey **SECONDED** Cllr G Harper as Chairman for the forthcoming year and this was **RESOLVED**.

2 ELECTION OF VICE-CHAIRMAN

2.1 Cllr G Harper **PROPOSED** and Cllr D Green **SECONDED** Cllr Southgate as Vice-Chairman and this was **RESOLVED**.

3 DECLARATION OF ACCEPTANCE OF OFFICE

3.1 Cllrs Harper and Southgate signed the Declaration of Acceptance of Office forms.

4 APOLOGIES FOR ABSENCE

4.1 Cllr F Breedlove and Miss A Lambourne (WPC FAO).

5 DECLARATIONS OF INTEREST

- 5.1 The Clerk reminded all councillors to keep their Declaration of Interest forms up to date.

6 APPOINTMENT OF COUNCILLORS TO COMMITTEES

- 6.1 Councillors were **PROPOSED** to serve on the Committees from the Chair and were **RESOLVED** as follows:

- 6.1.1 Recreation and Amenities Committee: Cllrs Breedlove, Green, Holdstock, Kilby, Ray. Cllrs Harper and Southgate ex officio.
- 6.1.2 Planning Committee: Cllrs J Bray, Hanna, Holdstock, Hunt, Obileye, Taylor. Cllrs Harper and Southgate ex officio.
- 6.1.3 Finance & General Purposes Committee: Cllrs P Bray, Breedlove, Curtis, Green, Holdstock, Ray, R Shepherd-DuBey. Cllrs Harper and Southgate ex officio.

6.2 APPOINTMENT OF COMMITTEE CHAIRMEN

- 6.2.1 Cllr Southgate **PROPOSED** and Cllr Kilby **SECONDED** Cllr Ray as R&A Committee Chairman for the forthcoming year and this was **RESOLVED**.
- 6.2.2 Cllr Hanna **PROPOSED** and Cllr Southgate **SECONDED** Cllr Taylor as Planning Committee Chairman for the forthcoming year and this was **RESOLVED**.
- 6.2.3 Cllr Harper **PROPOSED** and Cllr R Shepherd-Dubey **SECONDED** Cllr Breedlove as F&GP Committee Chairman for the forthcoming year and this was **RESOLVED**.
- 6.2.4 Thus, as per Standing Orders, the Executive Committee will be Cllrs Harper, Southgate, Breedlove, Ray, Taylor.

7 REVIEW OF LEASES

- 7.1 A copy of the Allotment lease was available for perusal. The lease expires at the beginning of April 2023, with a release clause possible at April 2018.

8 NEW CHAIRMAN'S STATEMENT

- 8.1 Cllr Harper thanked the Council for his election as Chairman. He commented that he was a relatively new councillor, but he had attended a BALC Chairmanship course and hoped to keep up the good work of the previous chairman.

9 WINNERSH FUEL ALLOTMENT TRUST

9.1 Cllr Harper listed the 7 members who are currently trustees of WFAT.

The Parish Council **RESOLVED** to confirm the 7 members as listed.

10 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

10.1 The following WPC representatives on outside bodies were **RESOLVED**:

10.1.1 WDALC / BALC – Cllr Harper.

10.1.2 Winnersh Neighbourhood Action Group – Cllr Southgate.

10.1.3 WBC Waste Management Committee – Cllr Hunt.

10.1.4 Hurst Consolidated Charities - Cllr Harper.

10.1.5 Wokingham Traffic Forum – Cllr Taylor.

10.1.6 Borough Parish Liaison Forum – Cllr Hanna.

There was no-one available to act as standing deputy for this post.

11 MINUTES OF THE PREVIOUS MEETING

11.1 The minutes of the meeting held on 12 April 2016 were **AGREED**, and the Parish Council **RESOLVED** to sign them as a true record.

12 MATTERS ARISING

12.1 The Strategic Aims document will be sent out. **ACTION: Clerk**

12.2 There appears to be an improvement in the litter situation at the railway station.

13 PUBLIC SESSION

13.1 none

14 COMPLAINTS/FAULT TRACKING

14.1 none

15 CORRESPONDENCE

Correspondence received is as listed in Appendix 1.

15.1 Item 6; The Clerk's staff training event booking was confirmed.

Items N2, N4 & N8; The re-opening of the footpaths at the Hatch Farm Dairies site was noted.

Item N11; The overnight closure of the A329(M) on 16 May 2016 was noted.

16 REPORT OF THE LAST R&A COMMITTEE MEETING

16.1 The minutes of the meeting of 3 May 2016 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

16.2 Cllr Harper reported on the walk of the field with the new grounds maintenance contractor; with the clearance of brambles at the lay-by and ditch being given immediate priority.
A structural engineer's report has been received for the office window and the details have been sent on to glaziers. He updated the meeting with information regarding vandalism and dumping at the allotments, WRFC usage for 2016-17, the play area gate, and a query regarding Damage Deposit payments.

17 REPORT OF THE LAST PLANNING MEETING

17.1 The minutes of the meeting of 25 April 2016 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

17.2 Cllr Taylor reported on 4 minor applications and the objection to the application for 11 Kelburne Close.

18 REPORT OF THE LAST F&GP COMMITTEE MEETING

18.1 The minutes of the meeting of 26 April 2016 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

18.2 Cllr Southgate reported that grants would not be pre-authorised for this year.

18.3 The Q4 accounts for 2015-16 had been recommended for acceptance, but it was agreed to postpone their approval until the matching Year End figures were also available.

18.4 Cllr Southgate reported that the F&GP Committee had recommended changes to the budget for 2016-17. He explained that the office window and decorating projects had fallen into 2016-17 and that the hand-driers budget was no longer needed. There was now an 'actual' figure for the Balance Brought Forward (previously estimated in January) and the Other Projects amount had been adjusted accordingly.

18.5 The Parish Council **RESOLVED** to revise the Budget for 2016-17 with the changes specified in 18.4 above, and as attached to these minutes as Appendix 2.

18.6 The Clerk presented clarification of the quotations for the Council's insurance policies.
The Council considered the quotations received and **RESOLVED** to accept the quotation from Came & Co for Aviva for a three year period.

- 18.7** The revised date of the next F&GP Committee meeting was confirmed as 19 July 2016.
This will require the Planning Committee meeting scheduled for that date to be moved.

19 WINNERSH FETE 2016

- 19.1** Cllr Southgate reported that a falconry display had been booked as the 'highlight' event for the arena.
The Civic Awards will be presented at the Fete.
Cllr Green asked for volunteers to display signage advertising.

20 WINNERSH MATTERS

- 20.1** Cllr Tayler reported that the current edition is almost ready, with the Emergency Plan information to be fitted in. An end of May delivery date was expected and Fete fliers would be delivered at the same time.

21 REPRESENTATIVES ON OUTSIDE BODIES

- 21.1** Cllr Hunt reported on the recycling meeting. The percentage of items recycled is down. Milk carton tops are being collected at Shute End.

22 ACCOUNTS FOR PAYMENT MAY 2016

- 22.1** The Council confirmed that the Clerk can pay the Fete TEN fee by credit card.
ACTION: Clerk
- 22.2** The Clerk requested that all councillors complete their Unity online banking authorisations asap.
- 22.3** It was **PROPOSED** by Cllr Southgate and **SECONDED** by Cllr Ray and the Parish Council **RESOLVED** to pay the following accounts for May 2016.
The Unity online banking accounts will be authorised once they are input onto the system.

WINNERSH PARISH COUNCIL MEETING 10 MAY 2016
ACCOUNTS FOR PAYMENT MAY 2016

Payee	Description	Amount	Ref
Salaries (CH-AL-CF-CB)	Salaries	3,655.66	SO/BACS
HM Revenue & Customs Only	Tax & NI - Month 2 Year 2016-17	1,449.83	300007
The Berkshire Pension Fund	Pension	1,390.56	300008
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ABA (Construction) Limited	Play Area Inspection & Annual Teenage Survey	169.20	
A Solo Security	CCTV Annual Maintenance Agreement to Apr17 - £102	1,158.00	
	AP Fire Alarm Monitoring / Maintenance to Apr17 £378		
	CC Fire Alarm Monitoring / Maintenance to Apr17 £216		
	CC Intruder Alarm Monitoring / Maintenance to Apr17 £462		
Berkshire County Training CIC	GH Chairmanship Training Delegate Fee	48.00	
Berkshire County Training CIC	CH - The Life Cycle of an Employee	48.00	
Bin-it Dog Waste Solutions	3 dog bin weekly disposal for April16	37.91	
Bowak Limited	Dust Bags/Mop Head/ Orange Cleaner/Gloves/Blk Bags	63.84	
D. Knight Esq.	Window Cleaning May16	90.00	300009
Geoff Harper	Postal Tubes for Historical Project Maps	25.78	300010
Knockout Entertainments	Inflatables for Fete - Balance	900.00	300011
Michaels Gates & Railings	Repair/weld entrance gate to allotments	50.00	
Ridd Wood Partnership Limited	Professional Services - Structural Engineering	240.00	
Somerville Glass & Windows Limited	SR Door Repair / Replacement Lock to Pavilion House	684.00	
The Creation Station	Deepa Robinson - Damage Deposit Refund	54.13	300012
Viking	Copier / Printing Paper	96.48	
Wellers Hedleys	Solicitor Professional Fees	720.00	
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Easycopiers Limited	620625 Billing Period 1 - 30 Apr16	42.00	DD 31/5
Risc Group	54745 PC Back Ups	25.88	DD 15/5
Wokingham Borough Council	Month 3 Council Tax	98.00	DD 1/6
Total for the month		11,588.47	

Financial Position as at 30 April 2016

Bank Balance	£	153,158.40
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23 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

23.1 The Council noted the success of the Winnersh Triangle station, which is celebrating 30 years in service.

23.2 The June R&A Committee was authorised to select the winners of the 2016 Civic Awards.

24 TIME AND DATE OF NEXT PARISH COUNCIL MEETING

24.1 The next meeting of the Parish Council will be held on Tuesday 14 June 2016 at 7.45 p.m. in the John Grobler Room.

PART 2

25 LAST EXECUTIVE COMMITTEE MEETING

- 25.1** The minutes of the meeting of 29 April 2016 were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 25.2** Cllr Southgate reported on the Clerk's appraisal. The Committee had **RECOMMENDED** and the Parish Council **RESOLVED** to increase the Clerk's salary by 2 Spinal Column Points backdated to 1 April 2016.
- 25.3** Cllr Southgate reported on HR and legal advice regarding the caretaker's salary and confirmed that there is no issue regarding historic payments.
- 25.4** Cllr Southgate reported on the role of the caretaker and the favourable comments received from the public on his performance. The Council noted the current level of the Living Wage as from 1 April 2016. The Council discussed the recommendation not to apply an accommodation offset to the calculation of his salary. The Council discussed the relative value of a house on-site. The Council **RECOMMENDED** that F&GP discuss the evaluation of the house.
- 25.5** The Committee had **RECOMMENDED** and the Parish Council **RESOLVED** that the Caretaker's salary be increased by 1 Spinal Column Point backdated to 1st April 2016 to be paid at 39/37 of the annual SCP rate (to take account of the Caretaker's contractual 39 hour week) subject to a review of contractual details to ensure some flexibility in working hours from week to week.

The meeting closed at 10.28p.m.

Appendix 1 Correspondence

Correspondence received prior to the issue of the agenda for 10 May 2016

- 1 TVP; Thames Valley Alert newsletters
- 2 WBC; News Releases:
 - 1) Elevate Wokingham Benefits from European funding
 - 2) Libraries support young people's mental health
 - 3) Coming to a town near you
 - 4) Transport to Bohunt school Wokingham
 - 5) Street Parties to celebrate Queen's 90th birthday
- 3 Involve; newsletters
- 4 Bracknell & Wokingham Colleges; newsletters
- 5 Wokingham Volunteer Centre; 18 May, Green n Tidy fundraising sale
- 6 BALC; confirmation of booking on Life Cycle of an Employee course, 22 May
- 7 BALC; confirmation of booking on Chairmanship course
- 8 WBC; Business Engagement Survey
- 9 WBC; Electoral Register update, April 2016
- 10 WBC; Responsible Dog owners' event at Dinton Pastures
- 11 WBC Cllr P Houldsworth; April update
- 12 TVAS; archaeological open day at Hatch Farm Dairies, 24 April
- 13 Arborfield PC; Arborfield News, April-May 2016
- 14 Mr G Williams; clearance of Chatsworth Drive brook
- 15 WBC; invitation to Child Sexual Exploitation awareness course, 12/13 or 19/20 May
- 16 Berkshire Youth; What's On newsletter, May 2016
- 17 WBC; Gypsy & Traveller Local Plan
- 18 Clerks & Councils Direct; magazine, May 2016
- 19 Age Concern; Annual and Progress Report
- 20 Marie Curie; Blooming Great Tea Party posters, 22-29 June 2016

Correspondence received following the issue of the agenda for 10 May 2016

- N1 WBC; request for comments on draft Economic Development Strategy
- N2 WBC; re Hatch Farm Dairies footpath closure
- N3 SPS Energy; Solar Panels maintenance manual
- N4 Cratus; re Hatch Farm Dairies footpath closure
- N5 WBC; link to Election results
- N6 SLCC; The Clerk magazine, May 2016
- N7 RBFRS; allocation of Fire Service Contact
- N8 M.Pike; thanks re footpath re-opening
- N9 WBC Libraries; What's On – May half-term activities
- N10 WBC; extension of deadline re Call for Sites
- N11 WBC; closure of A329(M), overnight Monday 16 May 2016

Appendix 2: Revised Budget Summary 2016-17

**WINNERSH PARISH COUNCIL
BUDGET SUMMARY 2016/17**

**Revised Budget for Consideration at Full Council
held on 10th May 2016**

	2016/17	2015/16
	£	£
Expenditure excluding Capital/Special Projects	130,940	125,567
Income excluding Precept	58,800	54,400
Excess of Expenditure over Income	72,140	71,167
Contingency	35,000	35,000
Balance Brought Forward	104,000	66,000
Balance to be Funded excluding Projects	3,140	40,167
Capital / Special Projects (see below)	80,320	49,900
Other Projects	26,801	20,810
Council Tax Support Scheme grant	2,460	3,076
Total for Funding by Precept	107,801	107,801
<i>Change from Previous Year [incl grant -0.6%]</i>	<i>0%</i>	<i>0%</i>
<i>Tax Base (nominal number of Band D properties)</i>	<i>3,801.3</i>	<i>3,800.7</i>
Council Tax Charge for Band D Property	28.36	28.36
<i>Change from Previous Year</i>	<i>0%</i>	<i>0%</i>
CAPITAL / SPECIAL PROJECTS		
F&GP		
Winnersh Matters newsletter	1,000	
Winnersh Parish Fete	3,500	
Winnersh History Project	2,400	
Miscellaneous	500	
Total	7,400	5,000
Planning		
Tree husbandry / replacement	2,000	
Equipment for paperless planning	1,000	
Miscellaneous	200	
Total	3,200	2,200
R&A		
Community Centre external decoration	5,000	
New office window	4,500	
Office decoration	420	
Community Centre fire door replacement	2,000	
Community Centre street lights upgrade	3,000	
Community Centre kitchen/lobby upgrade	5,000	
Pavilion House repairs	3,000	
Play area maintenance	2,000	
Christmas lights	500	
Miscellaneous	2,000	
New benches	1,700	
Teenage equipment refurbishment	600	
Car park upgrade	20,000	
Pavilion flat roof replacement	20,000	
Total	69,720	42,700
Total Capital / Special Projects	80,320	49,900