



**Winnersh Parish  
Council**

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**MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL  
HELD AT 7.45 p.m. ON TUESDAY 14 JUNE 2016  
IN THE JOHN GROBLER ROOM**

**PRESENT:** Cllrs G Harper (Chairman), J Bray, P Bray, F Breedlove, D Green, S Hanna, R Holdstock, D Hunt, P Ray, R Shepherd-Dubey, J Southgate.

**In attendance:** Clive Hudson (WPC Clerk).

**1 APOLOGIES**

**1.1 Apologies for absence** – Cllrs N Kilby, F Obileye, C Taylor, WBC Cllr P Houldsworth.

**2 MINUTES OF THE PREVIOUS MEETING**

**2.1** The minutes of the Council meeting of 10 May 2016 were agreed, and the Parish Council **RESOLVED** to sign the minutes as a true record.

**2.2** The minutes of the Annual Parish Meeting of 10 May 2016 were discussed and considered to be an accurate record of the meeting. The minutes will be presented to the APM 2017 for formal acceptance.

**3 MATTERS ARISING**

**3.1** None

**4 PUBLIC SESSION**

**4.1** None

## **5 COMPLAINTS AND FAULT TRACKING**

- 5.1** The Clerk reported that comments had been received regarding the excessive growth of the New Road hedge. The scheduled trimming of the hedge has been brought forward.

## **6 CORRESPONDENCE**

### **6.1 Correspondence received prior to the issue of the agenda**

Item 9; The Council noted the temporary Mole Road closures, the alternative entrance to Pulse8 from Mill Lane and the ID required to access the site.

Item 12; Cllr R Shepherd-Dubey will follow up the question on brook clearance. **ACTION: Cllr R Shepherd-Dubey**

Item 21&28; The Council noted the comments on the cutting of road verges.

Item 27; Cllr Holdstock expressed an interest in attending the WBC Planning training. **ACTION: Clerk, Cllr Holdstock**

Item 31; The Council discussed the 21 century process document. Cllr P Bray is attending an Overview & Scrutiny meeting and will report back to the Council. **ACTION: Cllr P Bray**

The Council will consider whether to invite the WBC Chief Executive to attend a Council meeting after Cllr P Bray has reported back.

### **6.2 Correspondence received since the issue of the agenda**

Item N1; Cllr Ray explained the Google stats for the Community Centre.

Item N9; Cllr Hunt reported the resignation of WBC's Emergency Planning Officer.

Item N10; Cllrs Harper and Southgate are arranging a meeting to discuss the provision of a Youth Worker at the Rainbow Centre.

Item N11; The Clerk reported on the re-evaluation of the rateable valuation of the Community Centre.

## **7 BOROUGH COUNCIL MATTERS**

- 7.1** The Clerk gave Cllr Houldsworth's apologies.

**7.2** Cllr P Bray reported:

- The situation regarding the new grass cutting contract and the restricted trimming of verges and community areas. The uncertainty of which sites are cut is being reviewed.
- The land for the Relief Road Phase 2 has not yet been bought.

- The HFD access onto Mole Road will not be completed until 2020. The Council also discussed the problems regarding the confirmation of the borders of the HFD site.
- The Environment Agency has changed its evaluation of the extent of the flood zone.
- Changes are being proposed to aid the flow of traffic at the right turn into Gazelle Close.
- The Northern Distributor Road is not expected to be built before 2021. WBC is still in consultation with Network Rail.
- Additional development sites have been identified for the Local Plan. Consultation will take place later in the summer.
- Marvellous Festival at Dinton Pastures. A meeting has been called for Hurst residents to discuss the problems of overflow parking.
- Some of the 40mph repeater signs have not been replaced following the installation of the cycle lanes on the Reading Road.

**7.3** Cllr R Shepherd-Dubey reported:

- The installation of traffic lights at the Old Forest Road junction has been delayed because of concerns regarding existing wires and piping.
- The A329 cycleway will not be implemented between Woodward Close and Emmbrook until after the Northern Distributor Road has been built.

## **8 PARISH COUNCILLORS' QUESTIONS**

### **8.1 Borough Council matters:**

None

### **8.2 Parish Council matters:**

None

## **9 LAST PLANNING COMMITTEE MEETING**

- 9.1** The minutes of the Committee meeting of 17 May 2016 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 9.2** Cllr Hanna reported on the objection to the development at 564 Reading Road and the refusal of the 2 storey side extension at 10 Robinhood Lane.
- 9.3** The minutes of the Committee meeting of 6 June 2016 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 9.4** Cllr Hanna reported on the temporary access to Nirvana Spa. The Committee has queried whether the bund at 9 Arbor Meadows has any flood control purposes.  
The Committee is now viewing applications online.

## **10 LAST R&A COMMITTEE MEETING**

- 10.1** The minutes of the Committee meeting of 7 June 2016 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 10.2** Cllr Ray reported;
- Cllr Green has been appointed vice-chairman of the committee.
  - He reported on the progress of the projects, particularly the office window, teenage shelter and flat roof.
  - The play area gate has been installed. Concerns have been raised regarding the state of some recent repairs at the play areas.
  - He reported on the allotments and Bearwood Recreation Ground.
  - Requests for overnight parking at the Community Centre have been declined.

Miss Amanda Lamboune, RFO, joined the meeting.

## **11 QUARTER 4 2015-16**

- 11.1** Cllr Breedlove reported on the increase in both income and expenditure in Q4, but balancing with one another.  
The Capital & Special Projects figures show an underspend due to some large projects being carried forward to 2016-17.
- 11.2** The Parish Council **RESOLVED** to accept the accounts for Q4 2015-16.

## **12 YEAR END ACCOUNTS**

- 12.1** Cllr Breedlove reported on the income and expenditure figures and congratulated the RFO for keeping bookings up. The cash balance is up because some projects have been carried over to 2016-17.  
The Sundry Income is up because of the receipt of money from the Winnersh Historical Society.  
Bank interest is limited because of the need for the liquidity of assets.
- 12.2** The Parish Council **RESOLVED** to accept the Year End accounts for 2015-16.

## **13 INTERNAL AUDITOR'S REPORT 2015-16**

- 13.1** The Council noted the confirmation of the accounts for 2015-16.  
The Council discussed the comments regarding the process of purchasing the solar panels as part of the WBC initiative.  
The Council discussed the comments to consider an alternative accounting system.  
The Council **REFERRED** both of these suggestions to the F&GP Committee.

## **14 ANNUAL ACCOUNTS AND AUDIT RETURN 2015-16**

- 14.1** The Council discussed the Annual Governance Statement. In view of the Internal Auditor's qualified comments regarding the solar panels project the Council agreed a 'No' to section 3 of the statement.
- 14.2** The Council **RESOLVED** to accept the Audit Annual Governance Statement 2015-16. The Chairman and Clerk will complete and sign the relevant sections as appropriate.
- 14.3** The Council **RESOLVED** to accept the Audit Accounting Statements 2015-16. The RFO and Chairman will sign the relevant sections as appropriate.

## **15 FETE WORKING GROUP**

- 15.1** Cllr Southgate reported on the preparations for the Fete. There are 55 stalls booked plus Arts & Crafts in the Pavilion. He asked for volunteers to join the rota for car parking.

## **16 REPRESENTATIVES ON OUTSIDE BODIES**

- 16.1** None

## **17 APPROVAL OF ACCOUNTS**

- 17.1** Miss Lambourne requested that councillors complete their Unity Bank online banking registration as soon as possible.
- 17.2** The Clerk confirmed the details of the payments to Bowak, Thames Water and the grants payments.
- 17.3** The Council discussed the payment of the VAT refund. The Council **RESOLVED** to authorise the RFO to set up instructions to pay the account. The RFO is to consult with Cllr Breedlove. **ACTION: RFO**
- 17.4** It was **PROPOSED** by Cllr F Breedlove and **SECONDED** by Cllr J Southgate and the Parish Council **RESOLVED** to pay the following accounts for June 2016.

**WINNERSH PARISH COUNCIL MEETING 14 JUNE 2016**

**ACCOUNTS FOR PAYMENT JUNE 2016**

<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Ref</b>
Salaries (CH-AL-CF-CB)	Salaries	3,789.51	SO/BACS
HM Revenue & Customs Only	Tax & NI - Month 3 Year 2016-17	743.59	300013
The Berkshire Pension Fund	Pension	1,007.62	300014
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Biffa Waste Services Limited	Period 25/6/16 - 23/9/16	1,280.35	300015
Binfield Electrical (Services) Limited	Replace flood lighting with LED fittings & 1 repair	1,814.11	281956625
Bin-it Dog Waste Solutions	3 dog bin weekly disposal for May16	37.91	787246291
Bowak Limited	Blk bags/bin liners/blue fold/neutral cleaners	77.08	23945651
Came & Company	Annual Insurance	2,657.46	442272051
Chubb Fire & Security Limited	Recharge / fit pin to MH1 & MB1	66.48	609234444
Circus Scene	FETE - Circus Scene Kids Zone	275.00	300016
Connie McCafferty	Sports Sponsorship	200.00	300017
Cruse Bereavement Care	Donation	100.00	300018
D. Knight Esq.	Window Cleaning June16	90.00	165935920
Geoff Harper	Q1 Chairman's Allowance	40.00	300019
Geoff Harper	FETE - Wickes - Cable Ties / Straw Bales	17.87	300020
H M Revenue & Customs	VAT Payment	456.49	
Jonah McCafferty	Sports Sponsorship	400.00	300021
Prestige Plumbing and Heating	Install Cisterniser in Gents Toilets	340.00	300022
Ray Prior Falconry	FETE - Birds of Prey Display	325.00	300023
Sage (UK) Limited	Sage Instant Payroll Cover	216.00	50341006
Sunshine Commercial Services Limited	Ground Maintenance for April 2016 £1,109.94	2,129.88	300024
	Ground Maintenance for May 2016 £1,019.94		
Winnersh Parish Council	Transfer of funds to Unity Bank Account	40,000.00	NWest 7928
Wokingham Borough Council	FETE - Balance of Climbing Wall hire 18 June	360.00	525225296
Wokingham Borough Council	Allotments Rent	1,000.00	134014682
Wokingham & District Citizens Advice Bureau	Donation	1,000.00	300025
Wokingham Job Support Centre	Donation	400.00	300026
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De Lage Landen	Copier Lease Charge to 3 July - 3 Oct2016	162.00	DD 3/6
Easycopiers Limited	621851 Billing Period 1 - 31 May16	50.77	DD 31/5
NatWest OneCard	Temp Events Notice £21.50	72.85	DD 10/6
	Sainsburys - Refreshments at APM £51.35		
Plusnet	74006808 Telecoms Charges to 10 June16	49.07	DD 14/6
Risc Group	55552 PC Back Ups	25.88	DD 15/6
Thames Water	Summary 8th March - 8th June	-208.20	
Wokingham Borough Council	Month 3 Council Tax	98.00	DD 1/6
<b>Total for the month</b>		<b><u>59,074.72</u></b>	
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<b>Payments made after last meeting</b>			
Chris Fazey	Interim Payment of Goodwill	1,500.00	BACS 11/5
Kalkwik	63965 4250 Winnersh Matters	865.00	410153577
Kalkwik	63977 Fete posters & flyers	323.80	155917116
NatWest One Card	Currys - Projector & cable for Planning £363.99	396.98	DD 10/5
	Annual Card Fee £32.00		
Plusnet	72961143 Telecoms Charges to 9 June16	52.67	DD 16/5
		<b><u>3,138.45</u></b>	
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<b>Financial Position as at 31 May 2016</b>			
Bank Balance	£	144,693.43	

**18 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT**

**18.1** None

**19 TIME AND DATE OF NEXT PARISH COUNCIL MEETING**

- 19.1** The next meeting of the Parish Council will be held on Tuesday 12 July 2016 at 7.45pm in the John Grobler Room.

**PART 2**

**20 STAFFING MATTERS**

- 20.1** The Clerk reported on the National Salary Review recommendation for 2016-18.
- 20.2** The Council **RESOLVED** to authorise an increase of 1% for its staff for 2016-17, backdated to 1<sup>st</sup> April 2016, as per the National Salary Review.

There being no further business the Parish Council meeting closed at 9.38pm.

## APPENDIX 1

Items of correspondence received prior to the issue of the 14 June 2016 Full Council Meeting Agenda

- 1 TVP; Thames Valley Alerts
- 2 Bracknell & Wokingham College; newsletters
- 3 Involve; newsletters
- 4 WBC; news releases:
  - a) Improvements at Carnival Pool
  - b) Car Park closure at Carnival Pool
  - c) Time to foster, time to care
  - d) Help us plan for future development of the Borough
  - e) Consultation for new land drainage bylaws
  - f) New Mayor for Wokingham Borough
  - g) Bookstart in Wokingham Borough
  - h) Investing in our communities, for our communities
  - i) Keeping Wokingham Amused
  - j) Supporting mental health awareness week
  - k) Alternative parking for Carnival Pool
  - l) Family fun weekend at Dinton Activity Centre (4-5 June)
  - m) Davis Cup to comes to Cantley Park, 16-17 July 2016
- 5 Berkshire Vision; invitation to AGM, 21 October 2016
- 6 WBC Libraries; What's On leaflet
- 7 Fields In Trust; request for potential sites for Centenary Fields programme
- 8 Cllr P Bray; information about Mole Road closure
- 9 WBC Traffic management; closure of Mole Road
- 10 CCB; Action For All e-bulletin
- 11 BALC; booking confirmation for Life Cycle of an Employee
- 12 Gary Williams; Jersey Drive brook clearance
- 13 Finchampstead PC; Davis Cup trophy tour, 27 May 2016
- 14 BALC and NJC; 2016-18 National Salary Award
- 15 Wokingham Town Council; notification of new mayor
- 16 WBC; closure of Twyford Mill Bridge, 23 May to 31 July
- 17 Berkshire Youth; newsletter May/June 2016
- 18 WBC; notification of new mayor
- 19 NHS; Berks Health Network meetings, June 2016
- 20 WBC libraries; June newsletter
- 21 WBC; Grounds Maintenance Contract, info re grass cutting
- 22 WBC; confirmation of Mayor's attendance at Fete, 18 June
- 23 SLCC; Regional Roadshow, 17 August, Bracknell
- 24 WBC Libraries; link to Queen's 90<sup>th</sup> birthday events
- 25 WBC; Shared Legal Solutions, extension of contract
- 26 RBFRS; Response Standards Consultation, May 2016
- 27 WBC; offer of Planning Training for councillors
- 28 S Guile; mowing of Longdon Road
- 29 S Becky-Jones; anxious dogs leaflet
- 30 WBC; Temporary Events Notice, 18 June 2016
- 31 WBC; letter to councillors, 21<sup>st</sup> century programme



Items of correspondence received following the issue of the 14 June 2016 Full Council Meeting Agenda

- N1 Cllr P Ray; Google stats for Winnersh Community Centre
- N2 Easycopiers; invitation to exhibition 22 June, Milton Keynes
- N3 MS Therapy Centre; 2015 report and invitation to AGM 16 June
- N4 Pensions Regulator; Automatic Enrolment reminder
- N5 Mr Wigley; comments re 161324, 11 Winnersh Gate
- N6 Mr Webber; comments re 161324, 11 Winnersh Gate
- N7 NALC; DIS subscription 2016-17
- N8 Claire Connell; Internal Audit final report
- N9 WBC Alison Malvern; thanks for Winnersh Matters emergency planning
- N10 Rose Green; request update on Rainbow Youth Worker
- N11 Valuation Office Agency; review of rateable value – solar panels
- N12 WBC; poster for Big Scoop dog event, Dinton Pastures 19 June