



Widdersh Parish Council

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MINUTES OF THE MEETING OF WIDDERSH PARISH COUNCIL HELD AT 7.45 p.m. ON TUESDAY 13 JUNE 2017 IN THE JOHN GROBLER ROOM

PRESENT: Cllrs G Harper (Chairman), F Breedlove, S Hanna, R Holdstock, D Hunt, F Obileye, R Shepherd-Dubey (late), J Southgate.

In attendance: Clive Hudson (WPC Clerk), 3 members of the public.

1 APOLOGIES

1.1 Apologies for absence – Cllrs P Bray, D Green, P Ray, C Taylor.

2 MINUTES OF THE PREVIOUS MEETING

2.1 The minutes of the Council meeting of 9 May 2017 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 9 May 2017 were discussed and considered to be an accurate record of the meeting. The minutes will be presented to the APM 2018 for formal acceptance.

3 MATTERS ARISING

3.1 item 12.1; the letter to Nat West is ongoing. **Action: FAO**

4 PUBLIC SESSION

4.1 None

4.2 Mr P Fishwick and Mr K Alluri spoke of their interest in being co-opted onto the Council. They each gave an introduction including their background, interests, and areas of expertise.

Cllr Harper invited them to attend the next Planning and R&A Committee meetings.
Their applications will be considered at the July 2017 Full Council meeting.

5 COMPLAINTS AND FAULT TRACKING

5.1 None.

5.2 A discussion took place regarding the reporting of complaints. The Council **REFERRED** the review of the Terms of Reference to the F&GP Committee.
ACTION: Clerk

6 CORRESPONDENCE

6.1 Correspondence received prior to the issue of the agenda

There were no questions.

6.2 Correspondence received since the issue of the agenda

There were no questions.

Cllr R Shepherd-Dubey joined the meeting.

7 BOROUGH COUNCIL MATTERS

7.1 Cllr R Shepherd-Dubey reported:

- The Relief Road Phase 1 is falling behind schedule at Lower Earley Way, with knock-on effects to other sections of the road
- A planning application is expected soon for Phase 2 of the Relief Road. Construction is not expected to start until late 2018
- The Old Forest Road traffic light work and left turn have been cancelled due to rising costs
- The Hatch Farm Dairies S106 payments should start when 200 properties have been sold, which could be in several years' time
- The Reading Football Club works and Groveland Park works are on the WBC planning committee scheduled for Wednesday. The Premier Inn/Beefeater/Costa works have not been determined by WBC yet
- There have been some grass cutting problems this spring, which are being investigated.

7.2 Cllr P Bray had sent her apologies and indicated that she had nothing to add to Cllr R Shepherd-Dubey's report.

8 PARISH COUNCILLORS' QUESTIONS

8.1 Borough Council matters:

The Planning Committee had requested information about the safety of the right-turn into Station Approach, Wokingham.

Cllr R Shepherd-Dubey reported that there had been only one major accident reported at the junction. A discussion took place regarding the improbability of accidents and near-misses being reported to WBC.

The Council asked Cllr R Shepherd-Dubey to keep the talks at WBC moving. The Clerk was asked to write to the Highways Manager at WBC to express its concern regarding the safety of the lights following a recent accident involving a Winnersh resident.

ACTION: Clerk
Cllrs Hunt and Harper will also mention the situation to the WBC signals engineer at their meeting later this month. **ACTION: Cllrs Harper & Hunt**

8.2 Parish Council matters:

None

9 LAST PLANNING COMMITTEE MEETING

9.1 The minutes of the Committee meeting of 16 May 2017 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

9.2 Cllr Southgate reported on the objections to an application for the use of roofspace for flats and for a block of 8 flats on the Reading Road. He reported on the visit of Peter Lawson of Turley regarding the Premier Inn application. The Committee had expressed its concerns re flooding.

9.3 The minutes of the Committee meeting of 5 June 2017 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

9.4 Cllr Hanna reported on the concerns re the pedestrian crossings on Reading Road. A meeting has been booked with the signals engineer. The Committee had also expressed concern about the potential flooding of the proposed van/caravan sales site on Gazelle Close and the proposal for alternative parking. Concern was also expressed regarding additional vehicles turning right into Gazelle Close.

10 LAST R&A COMMITTEE MEETING

10.1 The meeting of 6 June 2017 was inquorate and did not take place.

10.2 Cllr Harper reported on an informal discussion with a WBC officer regarding the proposed new site for the allotments. He reported on pedestrian and vehicular access and the possibility of storage and toilet provision. WBC would like to put in a Planning Application for the site in September. He expressed concern over the suggestion that the site may include a large number of plots designated for Wokingham residents. The proposal and the Parish Council's response will be considered by the R&A Committee in July.

10.3 The Council **RESOLVED** to confirm the play area inspection contract with ARD for 2017-18.

10.4 Urgent R&A matters for the Fete had been considered at a meeting of the Executive Committee.

10.5 The minutes of the Executive Committee meeting of 8 June 2017 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.

10.6 Cllr Harper reported that the winners of the 2017 Civic Awards had been confirmed and 25 fluorescent bibs had been ordered.

11 REVIEW OF COMMITTEE MEMBERSHIP

11.1 The Council **RESOLVED** to appoint Cllr J Bray to the Planning Committee.

12 REVIEW OF RISK ASSESSMENTS

12.1 Cllrs Breedlove and Harper reported on the Risk Assessments. Cllr Breedlove recommended that the reference to the Lone Working Policy should be removed from the Lone Working Risk Assessment.

12.2 The Clerk reported that WRFC are considering the storage and use of portable goal-posts from September 2017. If this goes ahead the Playing Fields – General and Football Posts & Installation assessments will be revised at the July F&GP meeting.

12.3 The Parish Council **RESOLVED** that with the change specified in 12.1 above the Risk Assessments are fit for purpose.

13 QUARTER 4 2016-17

13.1 The Clerk reported on the changes to the Qtr 4 reports suggested by the Internal Auditor. The main change involves the reporting of the supplementary Corona invoice in Qtr 4. The Council asked for a note to be made indicating the amount paid to Corona for gas in 2016-17. **ACTION: FAO**

13.2 The Parish Council **RESOLVED** to accept the revised accounts for Q4 2016-17.

14 YEAR END ACCOUNTS

14.1 The Clerk presented the accounts for 2016-17. The Clerk confirmed that the creditors figure is swelled by the outstanding payment to Corona, with another amount to WBC for the allotments.

14.2 The Parish Council **RESOLVED** to accept the Year End accounts for 2016-17.

15 INTERNAL AUDITOR'S REPORT 2016-17

15.1 The Council noted the confirmation of the accounts for 2016-17. The Council noted that the Internal Auditor is in a position to complete the External Audit report. The Clerk reported on the comments regarding the advantages of comparing the Council's Financial and Standing Orders with the current model orders and

also investigating RBS reporting software or improvements to Excel reporting. The follow up of the report was **REFERRED** to the F&GP Committee.

16 ANNUAL ACCOUNTS AND AUDIT RETURN 2016-17

- 16.1** The Council discussed the Annual Governance Statement and considered it appropriate to confirm 'Yes' to sections 1-8.

The Council **RESOLVED** to accept the Audit Annual Governance Statement 2016-17. The Chairman and Clerk will complete and sign the relevant sections as appropriate.

- 16.2** The Council **RESOLVED** to accept the Audit Accounting Statements 2016-17. The RFO and Chairman will sign the relevant sections as appropriate.

17 FETE WORKING GROUP

- 17.1** Cllr Southgate reported on the preparations for the Fete on Saturday 17 June 2017.

There are 60 stalls booked plus arena events and children's entertainments. He thanked the councillors for distributing fliers around the parish.

18 REPRESENTATIVES ON OUTSIDE BODIES

- 18.1** None

19 APPROVAL OF ACCOUNTS

- 19.1** The Clerk confirmed that the Terrorism Insurance had been omitted from the original renewal invoice for payment in May.

- 19.2** The Clerk confirmed that the service of the bollards had shown considerable wear and tear on some items, which had been repaired.

- 19.3** It was **PROPOSED** by Cllr F Breedlove and **SECONDED** by Cllr S Hanna and the Parish Council **RESOLVED** to pay the following accounts for June 2017.

WINNERSH PARISH COUNCIL MEETING 13 JUNE 2017
ACCOUNTS FOR PAYMENT - June 2017/18

Payee	Description	Amount	Ref
Salaries (CH-AL-CF-CB)	Salaries	4,119.06	BACS
HM Revenue & Customs Only	Tax & NI - Month 3 Year 2017-18	922.40	
The Berkshire Pension Fund	Pension	1,203.59	
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ABA (Construction) Limited	Repair to Leg Press £294.00	463.20	
	Play Area Inspection - May 2017 £169.20		
All in One Security Products Limited	Service of RT/8 Telescopic Bollards	690.12	300086
A Star Signs Limited	Date Change to Fete Banner / HiVis Bibs	195.60	
BALC	Annual Subscription	1,918.32	
Beyond Frist Aid	Fete - First Aid Attendance	176.00	300087
Biffa Waste Services Limited	Trade Waste Service 24/6/17 - 22/9/17	1,324.66	300088
Bin-it Dog Waste Solutions	Dog Waste Service 1 - 31 May	56.94	
Bowak Limited	Blk Sacks & Polish Spray	27.71	
Came & Company	Terrorism Insurance missed from renewal	169.62	
Circus Scene	Fete - Skills Workshop, Kids Zone, Stilt Walker	450.00	300089
Corona Energy Retail 4 Limited	Gas Useage for April	136.02	
D. Knight Esq.	Window Cleaning June 2017	90.00	
Geoff Harper	Q1 Chairman's Allowance	40.00	300090
Sage (UK) Limited	Payroll Cover	216.00	
Sunshine Commercial Services Limited	Grounds Maintenance for May 2017	1,019.94	
Viking	Paper / Zippa Bags / Scissors / Blu Tac	96.53	
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De Lage Landen	Copier Lease Charge for 3 July - 3 October 17	210.00	DD 3/7
Easycopiers Limited	636874 Billing Period 1 - 31 May17	52.84	DD 1/7
NatWest OneCard	Fete TEN / Refreshments for APM	87.46	DD 12/6
Plusnet	87224502 Telecoms Charges to 9 July17	48.41	DD 14/6
Risc Group	65702 PC Back Ups	27.32	DD 15/6
Total Expenditure for the month		13,741.74	
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Payments made after last meeting			
KallKwik	Fete - Posters / A5 Flyers	285.80	BACS
Plusnet	86086638 Telecoms Charges to 9 June	48.66	DD 15/5
		334.46	

Financial Position as at 31 May 2017

Bank Balance	£	132,976.57
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20 ANY OTHER ITEMS THAT THE CHAIRMAN CONSIDERS URGENT

20.1 None

21 TIME AND DATE OF NEXT PARISH COUNCIL MEETING

21.1 The next meeting of the Parish Council will be held on Tuesday 11 July 2017 at 7.45pm in the John Grobler Room.

PART 2

22 STAFFING MATTERS

- 22.1** The Clerk reported on the cover required for the caretaker during his period of reduced hours.

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 13 June 2017 Full Council Meeting Agenda

- 1 TVP; Thames Valley Alerts
- 2 Bracknell & Wokingham College; newsletters
- 3 Involve; newsletters
- 4 WBC; news releases:
 - a) Family Fun weekend at Dinton Activity Centre
 - b) Keep an eye out for your poll card
 - c) New tennis courts at Cantley Park are officially opened
 - d) Are you registered to vote?
 - e) New Mayor for Wokingham Borough
 - f) Special thanks to our library volunteers
 - g) Libraries go outside to celebrate reading
 - h) Next step for the Ryeish Green sports hub
 - i) Exhibition for Arborfield Cross relief road
 - j) Make sure you know how to have your say on Thursday
- 5 WBC; Cleaner & Greener meeting 15 June at Smallmead
- 6 WDALC; agenda for meeting 30 May 2017
- 7 Healthwatch; Annual Report
- 8 WBC Libraries; Wat's On during May half-term
- 9 Npower; confirmation of set up of electricity direct debit
- 10 Berkshire Record Office; WPC catalogue confirmation
- 11 Link Visiting Forum; 18 May 2017
- 12 Came & Co; confirmation of renewal of insurance
- 13 WBC; request for items for Wokingham Borough News
- 14 Berkshire Vision; invitation to AGM
- 15 Me2 Club; thanks for grant
- 16 Came & Co; Terrorism Insurance renewal
- 17 BALC; May 2017 newsletter
- 18 NALC; party manifesto summary
- 19 MS Therapy Centre; thanks for grant
- 20 Wokingham Town Council; new mayor is Cllr Peter Lucey
- 21 TVP; Partnership briefing; move to Critical
- 22 CCB; Action For All bulletin
- 23 NHS Berkshire; Carers Week 12-18 June 2017
- 24 Healthwatch; Wokingham In Need hub for volunteers
- 25 Re3; Love Food Hate Waste training sessions
- 26 Citizens Advice; thanks for grant
- 27 Kiran Alluri; interest in co-option to the Council
- 28 Paul Fishwick; interest in co-option to the Council
- 29 ARD; quotation for renewal of Play Area inspections 2017-18

Items of correspondence received following the issue of the 13 June 2017 Full Council Meeting Agenda

- N1 Clare Connell; Internal Audit report 2016-17
- N2 Arborfield PC; Arborfield News magazine, June-July 2017
- N3 CCB; defibrillator training still available
- N4 WBC; Phase 1 Relief Road to be called 'Hatch Farm Way'
- N5 Healthwatch; Wellbeing Matters course, link
- N6 Cllr P Bray; apologies to Full Council
- N7 Cllr R Shepherd-Dubey; apologies to Full Council and report
- N8 Came & Co; confirmation of insurance for Fete 2017