



## Winnersh Parish Council

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### MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD AT 7.45pm ON TUESDAY 12<sup>th</sup> JUNE 2018 IN THE SINDLESHAM ROOM

**PRESENT:** Cllrs G Harper (Chairman), P Bray, F Breedlove, P Fishwick, S Hanna, R Holdstock, D Hunt, F Obileye, R Shepherd-DuBey, J Southgate, L Wooldridge.

**In attendance:** Brendan Gibbs (WPC Locum Clerk)

#### **1 APOLOGIES FOR ABSENCE**

**1.1** Cllrs Krauze and Taylor.

#### **2 DECLARATIONS OF INTEREST**

**2.1** The Clerk reminded all councillors to keep their Declaration of Interest forms up to date.

#### **3 MINUTES OF THE PREVIOUS MEETING**

**3.1** The minutes of the Annual Council Meeting held on 8<sup>th</sup> May 2018 were **AGREED** and the Parish Council **RESOLVED** to sign them as a true record.

There was a brief discussion about the accuracy of the minutes of the Annual Council Meeting concerning the composition of the Planning Committee.

There was uncertainty after the Annual Council Meeting about who had been appointed to the Planning Committee and who had not. This was due to the fact that more councillors volunteered to serve on the Committee than was needed.

Consequently, the process of appointing councillors to the Planning Committee would be completed at this meeting.

#### **4 APPOINTMENT OF COUNCILLORS TO THE PLANNING COMMITTEE.**

- 4.1** It was **RESOLVED** that the following Councillors were appointed to the Planning Committee as follows:

Cllrs Holdstock, Hunt, Obileye, Southgate & Wooldridge.

Cllrs Harper and Fishwick are appointed ex officio and Cllr Taylor was appointed Chair at the Annual Council Meeting.

#### **5 MATTERS ARISING**

- 5.1** Cllr Harper reported the fact that a poll to fill the two casual vacancies had been advertised by Wokingham Borough Council and that an election had not been called within the time-frame allocated.

The Parish Council **RESOLVED** to advertise for co-options. The Locum Clerk was asked to advertise these vacancies as soon as possible so that any potential candidates can attend meetings of the Parish Council prior to being co-opted.  
**ACTION: Clerk**

- 5.2** Cllr Harper confirmed that there would be an agenda item at the next F&GP meeting to assess to the potential risks to users of the Community Centre in the event of ice forming on the surface of the of the Community Centre Car Park.  
**ACTION: Clerk**

- 5.3** The process to identify those parishioners worthy of receiving a Civic Award has now been completed.

- 5.4** Cllr Harper now has a copy of the new Bank mandate from Unity Bank PLC to incorporate new signatories. He said that there needed to be a Council resolution to agree the new signatories.

It was **RESOLVED** that the following Councillors are approved as new signatories:

Cllrs Krause, Fishwick and Wooldridge.

#### **6 PUBLIC SESSION**

- 6.1** none

#### **7 CORRESPONDENCE**

- 7.1** Many items of Correspondence had been sent to councillors in advance of the meeting. See also Appendix 1.

- 7.2** Cllr Wooldridge asked about the availability of training for new councillors.

There was general agreement that training for new councillors is to be managed by the Parish Office as a priority owing to the fact that it was apparent that the majority of councillors had not received the optimum amount of training necessary to fulfil their role. It was asked that the new Locum Clerk be apprised of this situation. **ACTION: Clerk**

- 7.3** After receiving correspondence from the Berkshire Association of Local Councils (BALC) concerning the General Data Protection Regulations (GDPR) it was **RESOLVED** the F&GP Committee should have delegated authority to appoint a Data Protection Officer after consideration of an offer from BALC to provide this service. **ACTION: Clerk**

## **8 BOROUGH COUNCIL MATTERS**

- 8.1** Cllr Houldsworth apologies for absence were received.
- 8.2** Cllr Shepherd-Dubey commented about the first phase of the Winnersh Relief Road has now opened for traffic. It was apparent that the traffic light phasing was still a work in progress with Siemens' employees still on site.

Cllr Shepherd-Dubey also commented on the current consultations regarding the North Winnersh Distributor Road. She said that the Borough Council had not managed this process well.

Cllr Shepherd-Dubey & Bray briefly commented on the fact that the land made available for the Parish Council's new allotment gardens showed evidence of use as a landfill site. All councillors were made aware of the fact that Cllr Hanna and one other councillor would shortly meet with Borough Council officers to discuss the topic of the new allotments.

Cllr Harper read out the report prepared by Cllr Houldsworth.

## **9 QUARTER FOUR ACCOUNTS 2017-18**

- 9.1** The Clerk reported that Quarter Four accounts for 2017-18 had now been circulated following more work by the RFO and Cllr Breedlove. Following on from this information Cllr Breedlove asked for questions before proposing acceptance of the documents.

It was **RESOLVED** to approve the Quarter Four accounts 2017-18.

## **10 YEAR END ACCOUNTS 2017-18**

- 10.1** The draft accounts for 2017-18 were presented to the Parish Council. A few questions were received from Councillors but in general everyone was happy with what they saw.

It was **RESOLVED** to approve the Year End accounts for 2017-18

A discussion took place amongst members in order to achieve easy reporting of financial figures. Members would be expected to work with the F&GP Committee to give their views on the type of management reports they wished to see.

It was **RESOLVED** that the F&GP Committee should provide recommendations on how to use the existing financial package to present simple monthly management reports.

## **11 INTERNAL AUDIT 2017-18**

- 11.1** The Internal Auditor has carried out a review of the Parish Council's accounts for the year ended 31st March 2018 and has completed an audit report

It was **RESOLVED** to approve the accounts for 2017-18

- 11.2** To approve the annual governance statement - Section 1 on page 5 of the Annual Governance & Accountability Return.

It was **RESOLVED** to approve the annual governance statement 2017-18

- 11.3** To approve the accounting statements for 2017-18 - Section 2 on page 6 of the Annual Governance & Accountability Return.

It was **RESOLVED** to approve the accounting statements 2017-18

- 11.4** To authorise the Chairman and Clerk to sign Section 1 and Chairman and RFO to sign Section 2 of the Annual Return.

It was **RESOLVED** that the Clerk, Chairman and RFO be authorised to sign the relevant sections of the Annual Governance & Accountability Return.

- 11.5** The Locum Clerk and Cllr Harper signed sections 1 of the Annual Governance & Accountability Return after the meeting had concluded.

- 11.6** The RFO and Cllr Harper signed sections 2 of the Annual Governance & Accountability Return after the meeting had concluded.

## **12 REPORT OF THE LAST EXEC COMMITTEE MEETING**

- 12.1** The minutes of the meeting of 15<sup>th</sup> May 2018 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

- 12.2** Cllr Harper spoke about three items discussed at the meeting:

A debtor who owes money to the Parish Council outstanding from a regular hiring commitment.

A football tournament is currently being run on the Bearwood Recreation Ground by a local employer. It was resolved that a fee of £390 should be paid to the Parish Council.

The floor sealing of the main hall will take place for the week beginning 6<sup>th</sup> August. Payment terms need to be clarified.

### **13 REPORT OF THE LAST PLANNING MEETINGS**

- 13.1** The minutes of the meetings of the 15th May & 4th June 2018 were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 13.2** Cllr Fishwick reported briefly about the 13 applications dealt with by the two meetings.

### **14 REPORT OF THE LAST R&A COMMITTEE MEETING**

- 14.1** The minutes of the meeting of 1<sup>st</sup> May 2018 were agreed and the Parish Council **RESOLVED** to sign them as a true record.
- 14.2** Cllr Hanna confirmed that the main hall will not be re-decorated during August 2018 and that three new quotes will be sought after the summer recess.
- 14.3** Regarding the legal advice required to complete the surrender of the allotments lease, the Locum Clerk reported that a local firm of solicitors had declined the opportunity to represent the Council and that a specialist firm would like to quote for the work involved.
- 14.4** It was noted that the planning application for the new allotments had not been validated and the Locum Clerk was asked to bring this application to the Planning Committee as soon as it was published.

### **15 REPORT OF THE LAST F&GP COMMITTEE MEETING**

- 15.1** The minutes of the meeting of 24th April 2018 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

These had previously been discussed extensively on the 8<sup>th</sup> May.

### **16 WINNERSH FETE 2018**

- 16.1** Cllr Southgate reported about the final schedule of events and arena timetable. There was some “sweeping up” of actions to be undertaken before the 16<sup>th</sup> June including raffle prizes and the final timetable.

He concluded his report by saying that he looked forward to a good attendance.

## **17 REPRESENTATIVES ON OUTSIDE BODIES**

17.1 There were no reports to receive.

## **18 ACCOUNTS FOR PAYMENT JUNE 2018**

18.1 Cllr Breedlove queried the details of the BALC invoice now that it been received. **ACTION: FAO**

18.2 It was **PROPOSED** by Cllr Southgate and **SECONDED** by Cllr Bray and the Parish Council **RESOLVED** to pay the following accounts for June 2018.

## **19 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

19.1 There were no other items to report on other than to thank all those involved in producing and delivering the current copy of Winnersh Matters.

## **20 TIME AND DATE OF NEXT PARISH COUNCIL MEETING**

21.1 The next meeting of the Parish Council will be held on Tuesday 10<sup>th</sup> July 2018 at 7.45 p.m. in the Sindlesham Room.

### **Confidential Session**

## **22 STAFFING MATTERS**

The meeting **RESOLVED** in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

The discussions held at this part of the meeting are recorded in a Confidential Minute.

There being no further business the meeting closed at 10.07pm

## **Appendix 1 Correspondence**

### **Correspondence received prior to the issue of the agenda for 12th June 2018**

- 1 WTC:Wokingham Town Council Mayor for 2018/2019
- 2 WBC:May 2018 Part 2 Chain Newsletter
- 3 BALC:GDPR DPO Update/Newsletter including DPO info/contract.
- 4 WBC:CIL & Infrastructure information sharing between WBC & Parishes
- 5 WBC:Arborfield Leisure centre opened by Mayor
- 6 WBC:Cllr John Kaiser elected as new Mayor for Wokingham Borough
- 7 WBC:Winnersh Library Events and the Summer Reading Challenge