



Winnersh Parish Council

Winnersh Community Centre
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MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD IN THE WINNERSH HALL ON TUESDAY 11 FEBRUARY 2020

PRESENT: Cllrs P Fishwick (Chairman); K Bradeepan; P Bray; F Breedlove; A Greenwood; S Hanna; G Harper; R Shepherd-DuBey; L Wooldridge.

IN ATTENDANCE: P Stoneman (Clerk).

1 APOLOGIES FOR ABSENCE

Cllrs R Hamblin; B Krauze; C Taylor; F Obileye; J Southgate.

2 DECLARATIONS OF INTEREST

Cllr Harper declared a non-pecuniary interest in matters that might refer to allotments and, as an allotment holder, would not participate in decisions relating to allotments.

3 MINUTES OF THE PREVIOUS MEETING

3.1 The minutes of the Parish Council meeting held on 14 January 2020 were **AGREED**, and the Parish Council **RESOLVED** that the Chairman should sign them as a true record.

4 MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

4.1 (Minute 7.3) Cllr Bray confirmed that the tests for potential new sites (Suitability, Availability and Deliverability), were correct but there was uncertainty about how effectively they were being applied.

4.2 (Minute 9.1) The Clerk advised that he had checked with HALC/BALC and the next available training would be in May with a date to be confirmed.

4.3 (Minute 11.2.4) The Clerk advised that Wokingham Borough Council had confirmed that there was a requirement for the lockable gate at the entrance to the access road.

- 4.4 (Minute 17.1 Item 6) Consultation had been responded to.
- 4.5 (Minute 17.1 Item 8) It was suggested that the Clerk meet with a member of the station staff (Renata) who was very knowledgeable about activity on and around Winnersh Railway Station. It was agreed that any evidence of drug related activity should be reported to British Transport Police. **ACTION: CLERK**

5 PUBLIC SESSION

- 5.1 There were no members of the public in attendance.
- 5.2 The Chairman referred to a series of questions that had been received from a local resident but as these were more relevant to Wokingham Borough Council (WBC) the resident had been advised to raise them direct with WBC.

6 WOKINGHAM BOROUGH COUNCIL MATTERS

- 6.1 Cllr Bray informed the Council that WBC was in the process of preparing the budget which was due to be presented and agreed at a meeting the following week. It was noted that £50m was being allocated (over a 3-year period) to help tackle Climate Change.
- 6.2 Cllr Shepherd-DuBey advised that the allocation of 250 homes within the draft local plan had been agreed by the Executive Committee and had not been to Planning or cross-party committees.
- 6.3 A Local Plan Update meeting for residents was being arranged by local Borough Councillors for Tuesday 3 March at 7.30pm and would take place at Winnersh Community Centre.
- 6.4 The speed limit on a section Bearwood Road (approximately between Sadlers End and King Street Lane) would be reduced to 30 mph. A zebra crossing was also to be provided near the junction with New Road and the crossing in King Street Lane would be removed.
- 6.5 Cllr Fishwick provided an update as set out in Appendix 1.

7 PARISH QUESTIONS ON PARISH MATTERS

There were no questions on Parish matters.

8 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- 8.1 Cllr Hanna reported on the Borough/Parish Liaison meeting that he had attended on the 10 February. Several issues were discussed including Wokingham Book Fayre, Fly Tipping Strategy, and Climate Change.
- 8.2 Parishes had been asked to consider donating £500 each towards the book fayre but, as this was going towards the fee for the author to attend, the recommendation from Cllr Hanna was not to contribute and this was agreed.

9 PLANNING COMMITTEE MEETING

- 9.1 The minutes of the Planning Committee meeting held on the 27 January 2020 were agreed and the Parish Council **RESOLVED** to sign them as a true record. In the absence of Cllr Taylor (Chairman of the Planning Committee) Cllr Fishwick signed the minutes.

10 RECREATION AND AMENITIES COMMITTEE

- 10.1 The minutes of the Recreation and Amenities Committee meeting held on the 7 January 2020 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 10.2 Cllr Hanna reported on a range of issues including the allotments, projects (community centre cladding and outdoor gym), Youth Club project, Parish Council noticeboards and the Christmas Lights event.

Cllr Bradeepan left the meeting at 21.00.

11 FINANCE & GENERAL PURPOSES COMMITTEE

- 11.1 The minutes of the Finance & General Purposes Committee meeting held on the 28 January 2020 were agreed, and the Parish Council **RESOLVED** to sign them as a true record.
- 11.2 Cllr Breedlove reported on the meeting and that the Parish Council had now moved from SAGE to RBS OMEGA accounting software. The Internal Auditor had been consulted and was content that the balances had been transferred accurately. Cllr Breedlove thanked the Clerk, on behalf of the Council, for progressing the move from SAGE to RBS.

12 BUDGET AND PRECEPT 2020/21

- 12.1 The Quarter 3 accounts were considered and following the **PROPOSAL** by Councillor Breedlove, **SECONDED** by Cllr Hanna, were **APPROVED**.
- 12.2 The Chairman informed the Council that versions of the draft budget had been prepared by Cllr Breedlove and the Clerk. Cllr Breedlove explained that he was not able to recommend or support a budget that included any increase to the precept.
- 12.3 The Clerk explained that guidance to Parish and Town Councils was that they should hold reserves of between three and twelve months operational expenditure. In the case of the Council the absolute minimum should be £37,000 but he proposed that this be increased to £40,000. In addition, following the recent Strategy Workshop several priorities were highlighted including investing in improvements to the community centre and a small budget of some un-costed work had been included. The Council had recently agreed to support Wokingham BC with tackling the Climate Change Emergency and a small budget was included to enable some initiatives to take place.
- 12.4 A discussion took place about the proposed 2020/21 budget as presented (Appendix 2) and it was **RESOLVED** by six votes to two that the budget proposed by the Clerk be **APPROVED**.

12.5 The Precept to be submitted to Wokingham Borough Council was £156,862.

13 SCHEDULE OF PAYMENTS

13.1 The schedule of payments, due since the last meeting, was tabled and upon the **PROPOSAL** of Cllr Fishwick, **SECONDED** by Cllr Hanna, the Parish Council **RESOLVED** to make payments totalling £15,816.94 as shown in Appendix 3.

13.2 The bank balance as at 31 January 2020 was confirmed as £126,121.06.

14 STRATEGY/IDEAS WORKSHOP

14.1 Cllr Wooldridge updated the Council on the workshop including the proposal that a Collaboration and Partnerships Working Group be established. This would potentially help secure funding for projects and services and/or contributions ‘in-kind’ in line with Corporate Social Responsibility (CSR). Cllr Wooldridge explained that she would like to set up and lead the working group and upon the **PROPOSAL** of Cllr Fishwick, **SECONDED** by Cllr Harper this was agreed. **ACTION: CLLR WOOLDRIDGE**

15 CLIMATE CHANGE EMERGENCY

15.1 The Chairman confirmed that the Climate Change Emergency Working Group had met on the 29 January 2020. Several initiatives had been suggested and agreed, for which a modest budget would be necessary.

15.2 Cllr Hamblin had agreed to become the vice-chairman of the Working Group.

16 WINNERSH SUMMER FETE

16.1 In the absence of Cllr Southgate, Cllr Fishwick provided an update on the fete that would take place on the 20 June between 1pm and 4.30pm.

16.2 Over fifteen companies had had been approached for sponsorship and two companies had responded, one taking a gold package and the other a silver package.

16.3 Cllr Krauze had been developing the main Arena programme, for which there was a lot of interest, as there was for the static attractions.

16.4 A discussion took place about Health & Safety and Public Liability (PL) Insurance and Cllr Southgate would be asked to confirm what arrangements were in place for traders and entertainers for providing PL Insurance. Cllr Harper confirmed that he led on H&S and made all the necessary checks on the lead up to, and setting up of, the event and he assessed any changes, including weather related, during the event.

16.5 The next meeting of the Fete Committee was scheduled for the 11 March at 7pm.

17 CORRESPONDENCE

17.1 The Clerk circulated a list of correspondence as set out in Appendix 4 and it was agreed the correspondence would be circulated by email to all Councillors.

18 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN

- 18.1 Cllr Wooldridge informed the Council that advice from the government about Coronavirus was that facilities with public access should be deep cleaned and that cleaning regimes should be increased. The Clerk would make arrangements for a deep clean and, at the suggestion of Cllr Harper, contact Wokingham Borough Council Environmental Health Service about any advice they may have. **ACTION: CLERK**

19 DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

Tuesday 10 MARCH 2020 at 19:45.

PART II – Confidential Session

- 20** The Council **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.

21 STAFFING MATTERS

- 21.1 The Chairman informed the Council that the Executive Committee had met and considered the proposal for a restructure. A confidential paper, setting out the proposal being recommended by the Executive Committee, had been circulated in advance of the meeting and the recommendations contained therein were **APPROVED**.

- 21.2 It was agreed that the Chairman and Clerk would seek further advice from the BALC / HALC HR service and progress the restructure.

ACTION: CLLR FISHWICK / CLERK

There being no further business the meeting closed at 22:00.

APPENDIX 1

Wokingham Borough Council matters – update 11th February 2020

Item 6

Councillor Paul Fishwick

Overview and Scrutiny Management Committee (23rd January 2020)

- Declaring a Climate Emergency Initial Action Plan
- Estate Infrastructure – Task and Finish Group
- Council Plan Performance Monitoring Q2

Full Council (23rd January 2020)

- Homelessness and Rough Sleeping Strategy
- Council Tax Base
- Council Tax Reduction Scheme 2020/21 – Amendment approved 4) when reviewing the Council Tax Reduction Scheme for 2021/22, the disregard of the whole amount of Carer’s Allowance be included as an option.
- Declaring a Climate Emergency Initial Action Plan
- Changes to the constitution
- Timetable of meetings
- **Question raised by Paul Fishwick –**

The B3030 King Street Lane was resurfaced between Allnatt Avenue and its junction with A329 Reading Road (Sainsbury’s junction) as part of the 2019-2020 carriageway Structural Maintenance programme during the nights of 17th to 19th September.

During this work the traffic signal detector loops were removed, but not replaced on completion of the resurfacing work. This has caused extensive congestion and delays to the travelling public using King Street Lane, Mole Road and Bearwood Road during peak times starting at 7:30 in the morning and again from 3pm.

Why wasn’t the replacement of these detector loops programmed immediately following the resurfacing work?

Answer

Unfortunately, as you know from the various communications on Facebook, the work to replace the traffic signals loops was omitted at the initial design stage. Once this omission had been realised an additional period of time was needed to have the work designed, specification agreed and sub-contractor appointed before the reinstatement could be programmed. Additional delays were caused due to being unable to gain road space because of other committed road works in the area.

Normally these additional work items are picked up with the participation of our contractor in the early stages of the scheme design, known as Early Contractor

involvement or ECI. However, due to this being one of our first jobs with our new contractor and the scheme development coming forward during the mobilisation period it was not possible to have ECI for this particular job, which meant that this didn't get picked up. The work to recut the traffic loops was completed on 13 November 2019.

Supplementary Question

When I attended a launch event for the new Wokingham Highways Alliance of WSP and Volker Highways, we were informed that these companies were vastly experienced in dealing with highways maintenance projects such as this. Residents, as well as the travelling public, had to endure the consequences of their mismanagement for eight weeks, just for four hours' work. That is how long it took to replace those loops. Will the Executive Member agree that the project has ended up in an absolute shambles?

Supplementary Answer

I wouldn't say that it was an absolute shambles, but it wasn't our finest hour. I will give you that. To come back to the original answer on the ECI, getting involved in the design and making sure that someone had missed something is the key thing to stop this happening in future. That couldn't happen because of the change of contract.

MOTIONS – This Council does not support the expansion of Heathrow Airport

- Resumption of Motion 421 submitted on 19th September 2019 by Cllr Ian Pittock and seconded by Cllr Paul Fishwick was yet again not heard due to time constraints.

Reported issues

B3030 KEEP CLEAR Markings

- At the last meeting I reported that KEEP CLEAR markings had been installed at King Street Lane j/w Grasmere Close and Mole Road j/w Mayfields. The markings have now been installed at King Street Lane j/w Churchill Drive.

Street Lighting A329 Reading Road opposite Sainsbury's

- The streetlights have failed due to a cable fault. This was originally reported in July 2019, fixed in October, but they failed again soon after. I am continuing to chase this issue to get them fixed.

Reminder King Street Lane Highways England M4 bridge works

- King Street Lane is planned to be closed overnight on 17th February 2100-0500am in preparation for the bridge works.

Local Plan Update

- Ward Borough Councillors are in the process of arranging a public meeting on 3rd March 7:30pm until 9pm at Winnersh Community Centre.

APPENDIX 2

| WINNERSH PARISH COUNCIL | | | | |
|--|--|---------------|----------------|----------------|
| BUDGET SUMMARY 2020/21 | | | | |
| Full Council Meeting 11 February 2020 | | | | |
| | | | 2020/21 | 2019/20 |
| | | | £ | £ |
| a | Expenditure excluding Capital/Special Projects | | 147,295 | 143,058 |
| b | Income excluding Precept | | 62,130 | 57,500 |
| c=a-b | Excess of Expenditure over Income | | 85,165 | 85,558 |
| d | Contingency | | 40,000 | 35,000 |
| e | Bank Balance Brought Forward | | 68,803 | 4,829 |
| f=c+d-e | Balance to be Funded excluding Projects | | 56,362 | 115,729 |
| g | Capital / Special Projects (see below) | | 70,500 | 22,200 |
| h | Other Projects | | 30,000 | 0 |
| i | Council Tax Support Scheme grant | | 0 | 615 |
| j=f+g+h-i | Total for Funding by Precept | | 156,862 | 137,314 |
| | <i>Change from Previous Year</i> | | <i>+14.2%</i> | <i>+20.7%</i> |
| k | <i>Tax Base (nominal number of Band D properties)</i> | | <i>4,214.2</i> | <i>4,117.7</i> |
| m=j/k | Council Tax Charge for Band D Property | | 37.22 | 33.35 |
| | <i>Change from Previous Year</i> | | <i>+11.6%</i> | <i>+17.6%</i> |
| | OTHER PROJECTS | | | |
| | Website | 5,000 | | |
| | Climate Change Emergency | 10,000 | | |
| | Facility Improvements | 15,000 | | |
| h | Total Other Projects | | 30,000 | 0 |
| | CAPITAL/SPECIAL PROJECTS | | | |
| n | Total F&GP | | 500 | 4,750 |
| p | Total Planning | | 0 | 2,250 |
| | Christmas Lights Event | 1,000 | | |
| | Youth Club | 5,500 | | |
| | Community Centre Recladding/extension | 60,000 | | |
| | Outdoor Gym equipment | 2,500 | | |
| | Miscellaneous | 1,000 | | |
| q | Total R&A | | 70,000 | 15,200 |
| g=n+p+q | Total Capital / Special Projects | | 70,500 | 22,200 |
| Note: | The following 'ring fenced' items are not included in the above summary: | | | |
| | S.106 | 25,000 | | |
| | CIL | 24,604 | | |
| | Allotment and facilities hire deposits | 6,977 | | |
| | Widdersh history project | 2,379 | | |
| | | 58,960 | | |

APPENDIX 3

| WINNERSH PARISH COUNCIL MEETING 11 FEBRUARY 2020 | | | |
|---|--|---------------------|------------|
| SCHEDULE OF PAYMENTS - February 2019/20 | | | |
| Payee | Description | Amount | Ref |
| Salaries (PS-AL-CF-JR) | Salaries for February | 4,273.30 | BACS B |
| HM Revenue & Customs | Tax & NI - Month 11 Year 2019/20 | 1,375.27 | B |
| The Berkshire Pension Fund | Pension Contributions | 1,506.22 | B |
| Berkshire Youth | | | |
| | Staff Support Sept-Dec19 £1,468.95 | 1,125.00 | B |
| | Credit Note 86 £343.95 | | B |
| Castle Water Limited | | | |
| | INV2476764 Charges for 1/1 - 31/1 AP/PH St15 | 135.33 | B |
| | INV2437471 Charges for 1/12 - 31/12/19 AP/PH | | |
| Chubb Fire & Security Limited | Annual Service/replacements | 128.05 | B |
| Claire Connell | Support for transition to Rialtas Suite | 474.95 | B |
| Dave Kinght | Window Cleaning Feb20 - INV220104 | 100.00 | B |
| Hampshire Association of Local Councils | 2020/21 Membership | 180.00 | B |
| H M Revenue & Customs | Q3 VAT Payment | 995.11 | B |
| ITQED Business Solutions | | | |
| | 11321 SKYKICK 365 Exchange/SPoint BackUp £16.80 | 248.68 | B |
| | 11234 MS Office 365 Enterprise E3/Plan 1 £109.80 | | |
| | 11175 Managed AV, PC Monitoring, Backup £23.28 | | |
| | 11282 Monthly Support Contract Feb20 £98.80 | | |
| Nick Robins Limited | | | |
| | 13464 Grounds Maintenance for Jan20 £400.80 | 490.80 | B |
| | 13468 Removal of Dead Tree £90 | | B |
| Rialtas Business Solutions Limited | Purchase/Training on Rialtas Bookings | 2,106.96 | B |
| Southern Maintenance Solutions UK Ltd | WH - Attend No Heating upstairs 21/1 | 432.85 | B |
| Surrey Hills Solicitors LLP | Professional Charges for Allotment Transitioning | 330.00 | B |
| Viking Payments | Paper / Shredder / Telephone / odd stationery | 572.53 | B |
| Castle Water | | | |
| | 2407549 CC for 1 - 31 Dec19 (Statement 22) | 142.75 | DD 15/2 |
| Daisy | Caretaker Mobile Phone Charges 1 - 29 Feb20 | 14.52 | DD 15/2 |
| Plusnet | 1718336-022 Telecoms Charges to 9 March20 | 81.67 | DD 17/2 |
| Sage UK | INV08637 Sage 50 Cloud - CoverExtra | 72.00 | DD 15/2 |
| Total Expenditure for the month | | 15,816.94 | |
| Payments made after last meeting | | | |
| Anjan Mitra | Refund of Damage Deposit | 200.00 | 07-Feb B |
| Daisy | Caretaker Mobile Phone Charges 1 - 31 Jan20 | 10.80 | DD 16/1 |
| | | 200.00 | |
| Unity Bank Balance | | | |
| | £ | 111,199.99 | |
| NatWest Current Account | | | |
| | £ | 2,500.00 | |
| NatWest Business Reserve Account | | | |
| | £ | 12,421.07 | |
| Financial Position 31 January 2020 | | £ 126,121.06 | |

APPENDIX 4

WINNERSH PARISH COUNCIL MEETING Tuesday 11 FEBRUARY 2020 at 19.45 Correspondence

- 1) 21 January 2020** - email from Wokingham Borough Council
Subject: Temporary Closure - King Street Lane, Winnersh
- 2) 24 January 2020** - email from Wokingham Borough Council
Subject: Climate Emergency Action Plan backed
- 3) 27 January 2020** - email from Wokingham Borough Council
Subject: Blue bags out for delivery
- 4) 28 January** - email from Wokingham Borough Council
Subject: Council supports local charities with Friendship Alliance
- 5) 3 February 2020** - email from Wokingham Borough Council
Subject: Overview & Scrutiny Work Programme 2020/21
- 6) 3 February 2020** - email from Wokingham Borough Council
Subject: Council Tax Base Provisional Notification
- 7) 4 February 2020** - email from Wokingham Borough Council
Subject: Fly Tipping Strategy
- 8) 6 February 2020** - email from Balfour Beatty
Subject: North Wokingham Distributor Road
- 9) 7 February 2020** - email from Wokingham Borough Council
Subject: Youth Climate Conference