



**Winnersh Parish Council**  
Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
Phone 0118 978 0244  
e-mail clerk@winnersh.gov.uk  
www.winnersh.gov.uk

16<sup>th</sup> May 2024

**To all Winnersh Parish Councillors**

Dear Councillor

You are hereby summoned to a **Meeting of Winnersh Parish Council** to be held at Winnersh Community Centre on Tuesday 21<sup>st</sup> May 2024 at **8.30pm**, when it is proposed to transact the business specified in the agenda hereto.

Yours sincerely

*M Milsom*

Marcia Milsom  
Clerk of the Council

**AGENDA**

**1. ELECTION OF CHAIRMAN OF COUNCIL**

To Elect a Chairman for the year 2024/25.

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

To receive the Chairman's Declaration of Acceptance of Office.

**3. APOLOGIES FOR ABSENCE**

To Receive apologies for absence. Members are reminded that apologies must be submitted to the Clerk by 12pm on the day of the meeting.

**4. DECLARATION OF INTEREST**

To Receive any personal or prejudicial interests in relation to any items on the agenda.

**5. ELECTION OF VICE CHAIRMAN OF COUNCIL**

To Elect a Vice Chairman for the year 2024/25 and to receive his/her Declaration of Acceptance of Office.

## **6. APPOINTMENT OF COUNCILLORS TO STANDING COMMITTEES**

To Appoint members to the following Standing Committees for the year 2024/25:

- i. Finance & General Purposes
- ii. Planning & Transport
- iii. Recreation & Amenities

## **7. APPOINTMENT OF COUNCILLORS TO WORKING GROUPS**

To Appoint members to the following Working Groups for the year 2024/25:

- i. Climate Change Emergency
- ii. Sustainable Transport
- iii. History Group
- iv. Facilities Development

## **8. WINNERSH FUEL ALLOTMENT TRUST (WFAT)**

To Confirm the Trustees of the Winnersh Fuel Allotment Trust – currently Cllrs Prue Bray (Chair), David Green, Geoff Harper and John Southgate (Secretary), Mr Ric Tilbe (Treasurer), Mr Tony Auch, Mr Frank Breedlove and Mr Paul Hampton.

## **9. HURST CONSOLIDATED CHARITIES**

To Confirm the WPC Trustees of the Hurst Consolidated Charities – currently Cllr Geoff Harper.

## **10. REPRESENTATION TO OUTSIDE BODIES**

The following appointments are to be made/confirmed at this meeting:

- i. BALC – currently Cllr Geoff Harper
- ii. Borough/Parish Liaison Forum – currently Cllr David Green
- iii. Wokingham Cultural Alliance – currently Cllr Manju Kak

## **11. CLERK'S REPORT**

The Clerk's report with updates on matters arising from previous minutes is attached at Appendix 1. *For noting.*

## **12. MINUTES OF THE PREVIOUS MEETINGS**

To Receive and Sign as a correct record the Minutes of the Meeting of Council dated 16<sup>th</sup> April 2024 – draft minutes attached.

## **13. PUBLIC SESSION**

To Receive questions and/or comments from members of the public present.

## **14. CORRESPONDENCE**

The following items of correspondence have been received:

- i. Notice of approval for tree works at Bearwood Recreation Ground from WBC – attached at Appendix 2a. The Clerk is liaising with Nick Robins to carry out the work *For noting*.
- ii. Email from Transport for the South East (TfSE) re public engagement survey on its Transport Strategy – attached at Appendix 2b. The Clerk has shared the details on social media and website. *For noting*.
- iii. Details of Wokingham Job Support Centre AGM on Monday 3<sup>rd</sup> June – attached at Appendix 2c. *For noting*.
- iv. Invitation to attend Berkshire Local Nature Recovery Strategy progress update webinar on 12<sup>th</sup> June – attached at Appendix 2d. *For noting*.

## **15. MEETINGS OF COMMITTEES OF COUNCIL**

### **i. Recreation & Amenities Committee**

To Approve and Sign the minutes of the meeting held on 7<sup>th</sup> May 2024 (draft minutes attached).

### **ii. Planning & Transport Committee**

To Approve and Sign the minutes of the meetings held on 9<sup>th</sup> April and 14<sup>th</sup> May 2024 (draft minutes attached).

### **iii. Finance & General Purposes Committee**

To Approve and Sign the minutes of the meeting held on 23<sup>rd</sup> April 2024 (draft minutes attached).

To Consider the following recommendations from the meeting:

- a. To accept the Q4 accounts.
- b. To adopt the Model Code of Conduct – attached.
- c. To adopt the Risk Management Policy – attached.

## **16. QUESTIONS**

To Receive questions from Parish Councillors on parish matters not covered elsewhere on the agenda.

## **17. REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES**

To Receive verbal reports from Parish Councillors/Officers representing the Council on outside bodies.

## 18. REPORTS FROM WBC WARD AND PARISH COUNCILLORS

- i. A written report from WBC Ward Councillors is attached at Appendix 3.
- ii. To Receive verbal reports from Parish Councillors on matters within their wards.

## 19. RESIDENT ENGAGEMENT

At the April meeting, the following options for improving resident engagement were discussed:

- Having a display at the fete
- Suggestion box for residents at the fete
- Updating photos of Councillors on the website
- Reviewing the noticeboards
- Putting a general WPC advertising banner on the recreation ground
- Putting a laminated copy of the newsletter on each noticeboard

To Discuss further, options for improving engagement with residents.

## 20. CAPITAL PROJECT UPDATE

An update on 2023-24 capital projects is attached as Appendix 4. *For noting.*

## 21. FACILITY UTILITIES

Following agreement of the quotes at the April meeting, the APC identified minor increases in the prices provided when accepting the quotes, and the provider selected for the Allnatt Pavilion Gas advised they were no longer entering into contracts with Town & Parish Councils.

The Clerk and APC have reviewed the prices and arranged contracts as follows with our existing suppliers:

Supply	Supplier	Term	Unit Cost	Standing Charge	Est Annual Cost
Gas Allnatt	British Gas Lite	2 Year	7.31p Kwh	41p per day	£823.49
Gas CC	British Gas Lite	2 Year	6.66p Kwh	74.23p per day	£4,191.12
Electric CC	YGP	2 Year	24.51p Kwh	60p per day	£1,397.44

This results in an estimated annual saving of £1650.90 on existing prices. *For noting.*

## 22. CIVIC AWARDS

There have been two nominations for the Civic Awards. The Selection Panel has reviewed the nominations.

To Receive a recommendation of awards from the Selection Panel.

### **23. SUMMER FETE 2024**

- i. A progress report is attached at Appendix 5. The Clerk to give a verbal update.
- ii. To receive an update from Cllrs Doyle, Green, Fishwick, Boadu and Kak on the arena programme, Winnersh Games, sponsorship and raffle prizes.

### **24. ORDERS FOR PAYMENT**

A list of all payments due or made since the last meeting is attached at Appendix 6.

- i. To Agree the schedule of payments.
- ii. To Agree two Councillors authorised to make the payments listed on the schedule.

### **25. FACILITIES DEVELOPMENT WORKING PARTY**

The Working Group will meet to review the results of the Allnatt Pavilion survey and determine the next steps. *For noting.*

### **26. SUSTAINABLE TRANSPORT WORKING PARTY**

A report from Cllr Fishwick is attached at Appendix 7.

To Consider the following recommendations from the Working Party:

- i. To submit bids to the CRP for bulb planting at Winnersh and Winnersh Triangle Stations.
- ii. That the Working Party consider ideas to submit to the CRP to support the Rail 200 event.

The next Full Council meeting will be held on Tuesday 18<sup>th</sup> June 2024 at 7.30pm.



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Minutes of the **PLANNING AND TRANSPORT COMMITTEE** meeting  
held on **Tuesday 9<sup>th</sup> April 2024 at 7.30pm**  
at the Winnersh Community Centre

**Councillors Present:** Cllrs G. Harper; J. Boadu; M. Kak; F. Obileye

**Officers:** Kerry Simpson, Assistant Parish Clerk

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Green and Fishwick.

**2. DECLARATIONS OF INTEREST**

Cllr Harper declared an interest in Application 240528 & 240705.

Cllr Obileye arrived at 19:35

**3. PUBLIC SESSION**

There were members of the public in attendance who raised concerns regarding application 240528.

**4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 12<sup>th</sup> March 2024 were approved and signed on 9<sup>th</sup> April 2024. **Noted**

The Assistant Parish Clerk's report with updates on matters arising from previous meetings was attached at Appendix 1. **Noted**

**5. PLANNING APPLICATIONS**

The committee considered the following planning applications:

- i. **Application Number:** 240077  
**Site Address:** 498A Reading Road, Winnersh, Wokingham, RG41 5EX  
**Proposal:** Full application for the proposed erection of a single storey rear extension to the existing detached garage to form a cold room storage.

**The Committee have concerns regarding the noise levels from the compressor used to keep the room cold. The Committee would like to seek reassurances the noise levels won't affect the neighbours.**

ii. **Application Number:** 240528

**Site Address:** 564 Reading Road, Winnersh, Wokingham, RG41 5HA

**Proposal:** Full application for the erection of a two-storey dwelling with vehicle access and landscaping. Following demolition of the existing conservatory and detached outbuilding incorporating garage

**The Committee wish to object to the application on the following grounds. The parking is inadequate across the site. The committee are concerned that cars will be parked on Greenacres Avenue which is already congested and dangerous. The development is out of character and over bearing. The development will overshadow the direct neighbour's property which will have a detrimental impact on the light. The Committee also noted this application has previously been refused and it would appear that little or no changes have been made.**

iii. **Application Number:** 240604

**Site Address:** 227 Reading Road, Winnersh, Wokingham, RG41 1HS

**Proposal:** Prior approval submission for demolition of 1 no. outbuilding

**The Committee were unable to reach a decision due to the inadequate site plan and the lack of detail within the application. There was no detail regarding how the building will be demolished and how the noise and pollution will be managed.**

**The Committee would like to see the existing site plan along with the proposed site plan.**

iv. **Application Number:** 240705

**Site Address:** 554 Reading Road, Winnersh, Wokingham, RG41 5HA

**Proposal:** Householder application for the proposed erection of a single storey front extension, raising of the roof to form first floor accommodation including 2 no. front dormers and a part first floor part single storey rear extension, plus changes to fenestration.

**The committee made no observations on the application.**

v. **Application Number:** 240801

**Site Address:** Woodford, Poplar Lane, Winnersh, Wokingham, RG41 5JR

**Proposal:** Householder application for proposed single storey rear extension.

**The committee noted the application number was invalid and in fact should read 240841. The committee made no observations on the application.**

## 6. DECISIONS, NOTIFICATIONS OF APPEALS AND INQUIRIES

The committee noted the following decisions:

**Application No.** 232813 – Approve 27 Pheasant Close (*Congruent*)

**Application No.** 240229 – Approve Wildewood, Simons Lane (*Congruent*)

**Application No.** 240584 – Application withdrawn 17 Danywern Drive

**Application No.** 230099

**Appeal:** APP/X0360/V/24/3339712

**Proposal:** Full application for the proposed erection of a foodstore with associated access, parking and servicing areas, landscaping, and other associated works to include solar panels to the roof.

I refer to the above details. An application has been called-in by the Secretary of State. The application will be determined on the basis of an inquiry. Further information is attached at Appendix 2.

## 7. TREE PRESERVATION ORDERS

The committee noted the following Tree Preservation Orders:

i. **Application Number:** 240250

**Site Address:** 599 Reading Road, Winnersh, Wokingham, RG41 5HQ

**Proposal:** APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1114/2006, T1, Oak - Reduce lateral spread by approx. 1.5-2m from 10-12m to 8- 10m; crown lift to approx. 6m above ground level by removing epicormic growth from the main stem; remove major deadwood 50mm and above and prune to give 2m clearance to the roof of the properties.

ii. **Application Number:** 240707

**Site Address:** Recreation Ground, Bearwood Road, Sindlesham, Wokingham, RG41 5DU

**Proposal:** SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA

T2, Oak – Remove deadwood.

T3, Oak – Remove damaged limbs.

T4, Oak - Remove deadwood.

T7, Turkey Oak - Remove deadwood.

T17, Oak - Remove deadwood.

T18, Oak - Remove deadwood.

T21, Oak - Remove deadwood.

T22, Oak - Remove deadwood.

T23, Oak - Remove deadwood.

T24, Oak - Remove deadwood.

T25, Oak - Remove deadwood.

T26A, Oak - Remove deadwood.

T29, Oak - Remove deadwood.

T32, Lime – Crown lift over path and away from light by 2.4m.

T33A, Lime – Crown lift over path by 2.4m.

T35, Acer – Remove epicormic growth.

T113, Oak - Remove deadwood.

T165, Oak - Remove deadwood.



T166, Oak - Remove deadwood.  
T167, Oak - Remove deadwood.  
T169, Oak - Remove deadwood.  
T172, Oak - Remove deadwood.  
T183, Oak - Remove deadwood.  
T186, Oak - Remove deadwood.  
T186A, Oak - Remove deadwood.

## **8. CORRESPONDENCE**

The committee noted the following items of correspondence:

- i. Live Enforcement cases
- ii. Closed Enforcement cases

## **9. DATE AND TIME OF NEXT MEETING**

It was **AGREED** the next meeting will be held on Tuesday 14<sup>th</sup> May 2024 at 7.30pm.

Cllr Harper gave his apologies for the scheduled meeting.

The meeting closed at 8.33pm.



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Minutes of the **WINNERSH PARISH COUNCIL** meeting  
held on **Tuesday 16<sup>th</sup> April 2024 at 7:30pm**  
at the Winnersh Community Centre

### **Councillors Present:**

Cllr P Bray	Cllr P Fishwick	Cllr A Fyfe
Cllr P Giacon	Cllr G Harper	Cllr N Kilby
Cllr R Shepherd-DuBey	Cllr J Southgate	

**Officers:** Marcia Milsom, Clerk

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

Apologies were received from Cllrs Boadu, Doyle, Green, Kak and Nicholson.

### **2. DECLARATION OF INTEREST**

None.

### **3. CLERK'S REPORT**

The Clerk's report with updates on matters arising from the previous minutes was attached as Appendix 1. **Noted.**

### **4. MINUTES OF THE PREVIOUS MEETINGS**

It was **RESOLVED** that the minutes of the meeting held on 19<sup>th</sup> March 2024 be confirmed and signed as a true record.

### **5. PUBLIC SESSION**

There were no members of public in attendance.

## 6. CORRESPONDENCE

The following items of correspondence had been received:

- i. Letter from Matthew Barber, Police & Crime Commissioner for Thames Valley regarding working in partnership to reduce crime – attached at Appendix 2a. **Noted.**
- ii. Notification from WBC of nomination of Bearwood Park Training Ground to be listed on the Council's Assets of Community Value (ACV) – attached at Appendix 2b.

Cllr Bray explained that there is a restrictive covenant on the site to only allow Reading FC to use it for training. She advised that the ACV application allows an opportunity for a community group to submit a bid if the property were to be put up for sale.

It was noted that the sale of the site had now been included with the sale of the whole football club.

It was **RESOLVED** to support the nomination.

**ACTION: CLERK**

- iii. BALC newsletter – attached at Appendix 2c. **Noted.**

## 7. MEETINGS OF COMMITTEES OF COUNCIL

### i. Recreation & Amenities Committee

The notes of the informal Recreation & Amenities Committee meeting held on 2<sup>nd</sup> April 2024 (attached at Appendix 3) were noted.

- a. Wetpour replacement – the initial quote of £16,537.50 had increased due to an increase in the cost of materials to £17,116.50.

It was **RESOLVED** to accept the revised quote.

- b. Main Hall Internal Redecoration – the Clerk had obtained two quotes - attached at Appendix 3a.

It was **RESOLVED** to accept the recommendation that the quote from Handy Home Services in the sum of £2,900.00.

- c. Overflow car park – the Clerk had obtained a quote from the contractor that had carried out the previous car park resurfacing works in 2023 – attached at Appendix 3b.

It was **RESOLVED** to accept the recommendation that the quote from Unique Group in the sum of £2,250.00 + VAT.

*Cllr Shepherd-DuBey joined the meeting at 7.40pm*

ii. **Planning & Transport Committee**

As there was only one member of the Planning & Transport Committee in attendance, the approval and signing of the minutes of the Planning & Transport Committee meeting held on 9<sup>th</sup> April 2024 (previously circulated) would be deferred to the next meeting.

**8. QUESTIONS**

None.

**9. REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES.**

None.

**10. REPORTS FROM WBC WARD AND PARISH COUNCILLORS**

- i. A written report from Ward Councillors was attached at Appendix 3. **Noted.**

Cllr Bray advised that over 99% of primary school applications had been offered one of their preferred choices with 90% being offered their first choice.

- ii. There were no reports from Parish Councillors.

**11. RESIDENT ENGAGEMENT**

Following the issue of resident engagement being raised at the February meeting, options to improve engagement with residents was discussed. It was noted that Cllr Green had suggested holding Councillor surgeries at Sainsbury's.

Other suggestions included:

- Having a display at the fete
- Suggestion box for residents at the fete
- Updating photo's of Councillors on the website
- Reviewing the noticeboards
- Putting advertising banner on the recreation ground
- Put a laminated copy of the newsletter on each noticeboard

A further discussion would be held at the next meeting.

**12. CAPITAL PROJECT UPDATE**

An update on 2024-25 capital projects was attached at Appendix 5. **Noted.**

### 13. FACILITY UTILITIES

The current 1 year gas and electricity contracts were due to end on 18<sup>th</sup> April 2024. A report showing new contract price quotes was attached at Appendix 6.

It was **RESOLVED** to accept the officer recommendation to enter into the following contracts:

Site	Supplier	Contract length	Unit rate	Standing Charge
Allnatt Pavilion Gas	Valda Energy	2 year	6.94p Kwh	42p per day
Community Centre Gas	Valda Energy	2 year	6.94p Kwh	42p per day
Community Centre Electricity	Yorkshire Gas & Power (YGP)	2 year	23.65p Kwh	60p per day

**ACTION: CLERK/APC**

### 14. LITTER PICK

The litter pick was held on Sunday 24<sup>th</sup> March, starting from Rainbow Community Centre. The event was well attended with approximately 55 people (including 9 Councillors). **Noted.**

### 15. SUMMER FETE 2024

- i. A progress report was attached at Appendix 7. **Noted.**
- ii. Cllr Fishwick gave an update on the Winnersh Games, raffle prizes and sponsorship. Cllr Harper advised that the morris dancers were unable to attend.
- iii. The Clerk had spoken to a local farm which attended a WBC event at the recreation ground recently. They are able to bring small farm animals to the event at a cost of £475.00.

It was **RESOLVED** to book the farm at a cost of £475.00.

**ACTION: CLERK**

- iv. The Clerk has also identified a birds of prey company used by other T&PC's for events. They are able to attend at a cost of £500.00 for a static display with option for holding a bird for £2.00 per person (payable by individual) or £1,000.00 for a static display and 30 minute flying display (no holding).

It was **RESOLVED** to book a flying display at a maximum cost of £1,000.00. The Clerk would also look at alternative companies.

**ACTION: CLERK**

- v. WBC had advised they are unable to fund a face-painter for the event. The Clerk has requested quotes from local companies but these had not yet been received.

It was **RESOLVED** to allocate up to £500.00 to book a face painter if there was no-one that came forward to offer the service FOC.

**ACTION: CLERK**

## 16. ORDERS FOR PAYMENT

A schedule of all payments was attached at Appendix 6.

- i. It was **RESOLVED** to approve the schedule of payments.
- ii. It was **RESOLVED** that Cllrs Bray and Kilby would examine and authorise the payments listed on the schedule.

**ACTION: CLLRS BRAY & KILBY**

## 17. FACILITIES DEVELOPMENT WORKING PARTY

- i. Cllr Fyfe had expressed an interest in joining the Working Party.

It was **RESOLVED** that Cllr Fyfe be appointed to the Facilities Development Working Party.

- ii. The survey for the Allnatt Pavilion had now closed. The Working Group would meet to review the results and determine the next steps. **Noted.**

## 18. CLIMATE CHANGE WORKING PARTY

Cllr Fishwick reported that the funding priority of the group was the facilities development.

Cllr Harper advised that the solar sheds and now been installed at the allotments and were being used by tenants.

## 19. SUSTAINABLE TRANSPORT WORKING PARTY

Cllr Fishwick advised that LoveToRide were holding a May Bike Challenge. The Clerk was asked to circulate the relevant information.

**ACTION: CLERK**

Cllr Fishwick also advised that he was attending an event at Wokingham Station as part of his role with the Community Rail Partnership and had been invited to attend an event to promote the Windsor to Reading Route.

The next Full Council meeting would be held on Tuesday 21<sup>st</sup> May 2024 at 8.30pm following the Annual Parish Meeting at 7.00pm.

The meeting closed at 8.52pm.



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Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting  
held on **Tuesday 23<sup>rd</sup> April 2024 at 7.30pm**  
at the Winnersh Community Centre

**Councillors Present:** Cllrs Southgate (Chairman), Fishwick, Harper,  
Shepherd-DuBey & Bray

**Officers:** Kerry Simpson, Assistant Parish Clerk

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

Cllr Shepherd-DuBey will be arriving late to the meeting.

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

None.

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

The minutes of the meeting held on 16<sup>th</sup> January 2024 were approved and signed at Full Council on 23<sup>rd</sup> January 2024. **Noted**

The Assistant Parish Clerk's report with updates on matters arising from previous meetings is attached at Appendix 1. **Noted**

### **4. DONATIONS AND REFERRALS**

- i. Three grant applications had been received and considered. The committee **RESOLVED** to award the following donations:
  - a. Citizens Advice Bureau - £1,000. Attached at Appendix 3.
  - b. Assisting Berkshire Children to Read - £250. Attached at Appendix 4.
  - c. Life Education - £450. Subject to a formal application.
- ii. There were no referrals from other committees.

## 5. DEBTORS

An update on the outstanding balances was attached at Appendix 5. **Noted**

## 6. Q4 ACCOUNTS

The income and expenditure and balance sheet reports to 31/03/2024 were attached at Appendix 6. **Noted**

It was agreed to **RECOMMEND** that the Q4 accounts be accepted.

## 7. POLICIES

- i. The Clerk had prepared a draft of the Code of Conduct for Winnersh Parish Council based on the LGA's model – attached at Appendix 7.

It was agreed to **RECOMMEND** that Winnersh Parish Council formally adopts the Model Code of Conduct.

- ii. Risk Management Policy

The Clerk had reviewed the current Risk Management Policy and made some suggested amendments – attached at Appendix 8.

The committee agreed to the following changes:

2.2 B – Completed by the Caretaker weekly and documented.

3.1 C – Should read WPC on behalf of WBC

4 K - The committee suggested charging new regular hirers a deposit.

It was agreed to ask the Recreation and Amenities Committee to review the policy regarding new regular hirer deposits.

*Cllr Shepherd-DuBey joined the meeting at 7.54pm.*

It was agreed to **RECOMMEND** adopting the Risk Management Policy subject to the above amendments.

## 8. BANK INVESTMENTS

- i. The application with CCLA is now complete. The account was opened on 5<sup>th</sup> March 2024. **Noted.**

- ii. The Unity Trust Current Account has a balance of £68,215.72 at 18<sup>th</sup> April 2024. This includes the initial 10% Precept payment with the next 40% payment (£79,536.92) due to be made on 19<sup>th</sup> April 2024. The final 50% is paid in September. No interest is offered on the current account.

The Council currently has £85,000 invested in a 1-year Fixed Term Deposit Account with Redwood Bank and £100,000 invested in a Public Sector Deposit



Fund account with CCLA. The average monthly expenditure is £15,000 and the average monthly income from hirers is £5,500.

An Instant Access Unity Trust Business Savings Account is currently offering 2.75% interest with no restrictions on deposits/withdrawals.

It was **RESOLVED** to open a Unity Trust Business Savings Account to utilise short term savings, with delegated authority given to the Clerk to arrange transfers between accounts as required. It was agreed to keep a balance of £15,000 in the current account.

**ACTION: APC**

## **9. SOLAR**

A report from Cllr Harper was circulated prior to the meeting. **Noted**

## **10. DATE AND TIME OF THE NEXT MEETING**

The next meeting was **AGREED** as Tuesday 23<sup>rd</sup> July 2023 at 7.30pm.

The meeting closed at 8.06pm.



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Minutes of the **RECREATION AND AMENITIES COMMITTEE** meeting  
held on **Tuesday 7<sup>th</sup> May 2024 at 7.30pm**  
at the Winnersh Community Centre

**Councillors Present:** Cllrs Doyle, Fyfe and Green.

**Officers:** Joanne Yeomans, Community Engagement and Lettings Officer

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

Apologies were received from Cllrs Nicholson and Southgate.

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

None

#### **3. NOTES OF THE PREVIOUS MEETING**

The notes of the informal meeting held on 2<sup>nd</sup> April 2024 (attached) were accepted at Full Council on 16<sup>th</sup> April 2024. **Noted**

The Clerk's report with updates on matters arising from previous meetings was attached at Appendix 1. **Noted.**

#### **4. BERKSHIRE YOUTH**

A report on recent activities was circulated before the meeting and is attached at Appendix 2. **Noted.**

#### **5. WINNERSH ALLOTMENTS**

- i. The solar shed installation is now completed. **Noted.**
- ii. The S106 monies to fund the sheds has been received from WBC (£16,600.00). The sheds and solar components were £16,000.00 which leaves £600.00 for additional benches to be installed. The Clerk has looked at potential bench options – see report at Appendix 3.

It was **RESOLVED** that two benches would be purchased. A two-seater Wave Bench and an Abies Wooden Rounded Outdoor Dining Set. Any additional money

or installation costs to come from the Earmarked Reserves - Allotment Transitioning.

**ACTION: CLERK**

- iii. The CELO and Cllr Doyle carried out a further inspection on 29<sup>th</sup> April. The CELO has written to tenants not adhering to the tenancy agreement. **Noted.**
- iv. The Clerk had a meeting with the interim Chairman of the WAA regarding the operation and management of the association. The Clerk to give a verbal update at the June meeting. **Noted.**

## **6. PLAY INSPECTION REPORT**

An inspection was carried out during April – report sent under separate cover. **Noted.**

The Clerk is obtaining quotes for all medium and low risk items and will bring a report to the June meeting. **Noted.**

## **7. CAPITAL PROJECTS 2024-25**

- i. An update on 2024-25 capital projects is attached at Appendix 4. **Noted.**
- ii. Teenage Shelter – the Clerk has obtained quotes for a replacement shelter - attached at Appendix 4a.

Members considered the quotes supplied and requested further quotes be sought for refurbishment of the teenage shelter.

**ACTION: CLERK**

## **8. HIRE TERMS & CONDITIONS**

The Clerk and CELO have reviewed the current hiring terms and conditions and made some minor amendments for consideration – attached at Appendix 5.

It was **RESOLVED** to accept the amendments to the Hire Terms and Conditions.

## **9. REGULAR HIRER DEPOSITS**

In April 2021, it was agreed by R&A that damage deposits held for regular hirers should be refunded and deposits would no longer be taken as it was an administrative and accounting burden.

At the recent F&GP meeting, Cllr Fishwick suggested that damage deposits should be taken for new regular hirers. The Clerk and CELO have discussed the necessity for taking deposits from regular hirers and do not feel that this is appropriate as there have been no issues of damage or non-payment with any new regular hirers.

Members have asked for clarification at the next F&GP meeting on the nature of the risk related to new regular hirers. Members requested the office staff develop options to mitigate potential risks from new regular hirers which will be discussed at the next R&A meeting in June.

**ACTION: CLERK, APC and CELO**

## **10. CORRESPONDENCE**

To Receive items of correspondence as follows:

None.

## **11. DATE AND TIME OF THE NEXT MEETING**

The next meeting was **AGREED** as Tuesday 4<sup>th</sup> June 2024 at 7.30pm.

The Clerk would like to walk the site with members prior to the meeting (6.30pm, weather permitting).

The meeting closed at 8.28pm.



**Winnersh Parish Council**

Winnersh Community Centre  
New Road, Sindlesham  
Wokingham, Berks, RG41 5DU  
T: 0118 978 0244  
E: [clerk@winnersh.gov.uk](mailto:clerk@winnersh.gov.uk)  
[www.winnersh.gov.uk](http://www.winnersh.gov.uk)

Minutes of the **PLANNING AND TRANSPORT COMMITTEE** meeting  
held on **Tuesday 14<sup>th</sup> May 2024 at 7.30pm**  
at the Winnersh Community Centre

**Councillors Present:** Cllrs P. Fishwick; M. Kak; F. Obileye

**Officers:** Kerry Simpson, Assistant Parish Clerk

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Harper.

**2. DECLARATIONS OF INTEREST**

None.

**3. PUBLIC SESSION**

There were no members of the public present.

**4. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 9<sup>th</sup> April 2024 were approved and signed at Full Council on 16<sup>th</sup> April 2024. **Noted**

**5. PLANNING APPLICATIONS**

The committee considered the following planning applications:

**i) Application Number:** 240795

**Site Address:** Land At Winnersh Showcase Cinema, Loddon Bridge, Winnersh, RG41 5HG

**Proposal:** Full application for the erection of a drive thru facility at Five Guys restaurant, including a drive thru lane and changes to the existing landscaping.

**The committee wish to raise concerns over flooding at the car park. They are also concerned regarding litter being disposed of in the Showcase Cinema car park.**

**ii) Application Number:** 240794

**Site Address:** Land At Winnersh Showcase Cinema, Loddon Bridge, Winnersh, RG41 5HG

**Proposal:** Full application for the proposed installation of canopies for drive thru lane.

**The committee made no observations on the application.**

**iii) Application Number:** 240751

**Site Address:** 17 Danywern Drive, Winnersh, Wokingham, RG41 5NS

**Proposal:** Full application for the proposed erection of 1 no. four bedroom detached dwelling with front boundary wall and gates following demolition of the existing dwelling.

**The committee made no observations on the application.**

**iv) Application Number:** 240840

**Site Address:** 15 Wheatsheaf Close, Sindlesham, Wokingham, RG41 5PT

**Proposal:** Householder application for proposed single storey rear extension.

**The committee made no observations on the application.**

**v) Application Number:** 240894

**Site Address:** 72 Duffet Drive, Winnersh, Wokingham, RG41 5RZ

**Proposal:** Householder application for proposed single storey rear extension, garage conversion to create habitable accommodation, construction of a swimming pool to the rear of the dwelling.

**The committee made no observations on the application.**

Cllr Obileye arrived at 19:40

**vi) Application Number:** 240913

**Site Address:** 14 Sadlers Lane, Winnersh, Wokingham, RG41 5AJ

**Proposal:** Householder application for proposed installation of an air source heat pump to the rear of the dwelling.

**The committee made no observations on the application.**

**vii) Application Number:** 240870

**Site Address:** 18 Laburnum Road, Winnersh, Wokingham, RG41 5XL

**Proposal:** Householder application for proposed two storey side, two storey rear and single storey front extension, followed by a loft conversion with 1No rear dormer to create habitable accommodation with additional roof lantern and two roof lights.

**The committee made no observations on the application.**

**viii) Application Number: 241074**

**Site Address:** 23 Albany Park Drive, Winnersh, Wokingham, RG41 5HZ

**Proposal:** Householder application for proposed two storey side extension with changes to the fenestration following the partial demolition to the existing garage.

**The committee wish to object to this application on the grounds that most of the garden will be lost to facilitate car parking. The committee are concerned over the parking plan, in that access is for property number 2 and 3 via what appears to be a private drive. The position of the vehicles also appears to be a non-standard way.**

**ix) Application Number: 241030**

**Site Address:** 40 Chatsworth Avenue, Winnersh, Wokingham, RG41 5EU

**Proposal:** Householder application for the proposed erection of a single storey side/rear extension following demolition of the existing single storey side extension, garage conversion to create habitable accommodation along with changes to fenestration.

**The application details were not available so this application has been deferred until the next scheduled meeting.**

**x) Application Number: 241072**

**Site Address:** 19 Harvest Drive, Sindlesham, Wokingham, RG41 5RF

**Proposal:** Householder application for proposed single storey rear extension, insertion of 2 no. rooflights to the rear elevation of the existing roof following the demolition of the existing sunlounge.

**The application details were not available so this application has been deferred until the next scheduled meeting.**

## **6. DECISIONS, NOTIFICATIONS OF APPEALS AND INQUIRIES**

The committee noted the following decisions:

**Application No. 240433 – Approve 1 Upper Terrace (Congruent)**

**Application No. 240077 – Approve 498A Reading Road (Congruent)**

**Application No. 240528 – Refuse 564 Reading Road (Congruent)**

## **7. TREE PRESERVATION ORDERS**

The committee noted there were no Tree Preservation Orders

## **8. CORRESPONDENCE**

The committee noted the following items of correspondence:

i. Change of street name and numbering

- ii. Live Enforcement cases
- iii. Closed Enforcement cases

## 9. DATE AND TIME OF NEXT MEETING

It was **AGREED** the next meeting will be held on Tuesday 11<sup>th</sup> June 2024 at 7.30pm.

The meeting closed at 7.59pm.



## Full Council Clerk's Report - May 2024

Meeting Action Point	Date Decision Ratified	Minute reference	Owner	Notes (updates in blue)	Status
CIL Co-funding - California Country Park	21.02.23	12	Clerk	Agreed to fund £5k CIL funds to California Country Park project. No further update received. Works due to commence April 23.	In progress
Sindlesham Room/JGR drawings	18.04.23	7 i.i d	Clerk	Referred to Facilities Development WG	In progress
Overview & Scrutiny	23.01.24	6 iv	Clerk	Clerk has submitted enforcement item to WBC for consideration. More info requested from DG	In progress
Insulation	23.01.24	7 i b	Clerk	<b>JGR insulation booked for June 2024</b>	In progress
IT Support review	19.03.24	13	Clerk	Clerk looking at suppliers and obtaining quotes	In progress
ACV nomination	16.04.24	6 ii	Clerk	<b>Email of support submitted to WBC</b>	<b>Complete</b>
Utility contracts	16.04.24	13	Clerk/APC	<b>New contracts agreed. Amended details on agenda</b>	<b>Complete</b>
Farm for fete	16.04.24	15 iii	Clerk	<b>Booked.</b>	<b>Complete</b>
Birds of Prey for fete	16.04.24	15 iv	Clerk	<b>No longer available. Gun dog display booked.</b>	<b>Complete</b>
Face-painter for fete	16.04.24	15 v	Clerk	<b>Booked</b>	<b>Complete</b>
Love to Ride Bike Challenge	16.04.24	19	Clerk	<b>Clerk forwarded details to all Cllrs</b>	<b>Complete</b>
<b>Meetings/Training attended by Clerk:</b>					
16th Apr	Council meeting				
17th Apr	Wokingham Clerks Forum meeting				
17th Apr	Meeting with play company (teenage shelter)				
19th Apr	Meeting with WAA Chairman				
14th May	Meeting with play inspection company				
14th May	Meeting with DG to discuss fete				
16th May	Internal auditor visit				
<b>Upcoming Staff Holiday</b>					
27th - 29th May	Joanne Yeomans				

**Date:** 20 March 2024  
**Application:** 240707



**WOKINGHAM  
BOROUGH COUNCIL**

Mrs Marcia Milsom  
 Winnersh Parish Council  
 Winnersh Community Centre  
 New Road  
 Sindlesham, Wokingham, Berks  
 RG41 5DU

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Development Management &  
 Compliance

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P.O. Box 157

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Shute End, Wokingham

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Berkshire, RG40 1BN

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Tel: (0118) 974 6000

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Minicom No: (0118) 974 6991

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Dear Mrs Marcia Milsom,

**NOTIFICATION OF VALIDATION OF WORK TO CONSERVATION AREA TREE**

Thank you for your recent application which has now been accepted as a valid submission. Further information is set out below:

**Application Number:** 240707  
**Applicant Name:** Mrs Marcia Milsom, Winnersh Parish Council  
**Site Address:** Recreation Ground, Bearwood Road, Sindlesham, Wokingham, RG41 5DU  
**Target date for decision:** 1 May 2024  
**Proposal:** SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA  
 T2, Oak – Remove deadwood.  
 T3, Oak – Remove damaged limbs.  
 T4, Oak - Remove deadwood.  
 T7, Turkey Oak - Remove deadwood.  
 T17, Oak - Remove deadwood.  
 T18, Oak - Remove deadwood.  
 T21, Oak - Remove deadwood.  
 T22, Oak - Remove deadwood.  
 T23, Oak - Remove deadwood.  
 T24, Oak - Remove deadwood.  
 T25, Oak - Remove deadwood.  
 T26A, Oak - Remove deadwood.  
 T29, Oak - Remove deadwood.  
 T32, Lime – Crown lift over path and away from light by 2.4m.  
 T33A, Lime – Crown lift over path by 2.4m.  
 T35, Acer – Remove epicormic growth.  
 T113, Oak - Remove deadwood.  
 T165, Oak - Remove deadwood.  
 T166, Oak - Remove deadwood.

T167, Oak - Remove deadwood.  
T169, Oak - Remove deadwood.  
T172, Oak - Remove deadwood.  
T183, Oak - Remove deadwood.  
T186, Oak - Remove deadwood. T186A, Oak -  
Remove deadwood.

- **Determination:** I confirm both the date of receipt of your notice, being 19 March 2024 and the date at which the notice expires on 1 May 2024. Under Conservation Area legislation, you are required to give the Borough Council six weeks' notice of your intention to carry out work to trees situated in a Conservation Area.
- **Case officer:** The case officer for this application is Kelly Noviss.
- **Appeals:** There is no right of appeal for this application.
- **Site Visit:** An officer will make a site visit during the determination process.
- **Informative – Bird Nesting Season and Presence of Bat Roosts:** In accordance with the Wildlife and Countryside Act (1981) and Countryside Rights of Way Act (2000), consideration must be given to the timing and type of tree work operations, to avoid causing disturbance to any nesting birds or bat roosts that may be present within the tree(s).

It is advised that all non-urgent tree work and hedge cutting operations are undertaken outside of the bird nesting season (which is from March to September). Where bats are suspected to be present, it is advised that advice first be sought from a licenced bat specialist and if appropriate, the relevant licence(s) be obtained before any major tree work or hedge cutting commences. Further information can be found at the following:

**DEFRA (Department for the Environment Food and Rural Affairs)**

Tel: 08459 33 55 77 or by email at [helpline@defra.gsi.gov.uk](mailto:helpline@defra.gsi.gov.uk)

Website: <http://www.defra.gov.uk/>

**Natural England**

Tel: 0845 600 3078 or by email at [enquiries@naturalengland.org.uk](mailto:enquiries@naturalengland.org.uk)

Website: [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

**Bat Conservation Trust**

Tel: 0845 1300 228 or by email at [enquiries@bats.org.uk](mailto:enquiries@bats.org.uk)

Website: [www.bats.org.uk](http://www.bats.org.uk)

- **Forestry Act 1967 and Felling Licenses** – If it is proposed to fell a tree or trees greater than 5 cubic metres or sell more than 2 cubic metres of timber in any calendar quarter, a felling licence from the forestry authority may be required. Please note that felling licences are not required to remove trees from gardens. For more information on Felling Licences, please speak to the Woodland Officer at the Forestry Commission on 01296 681381 / 681181. Further Information can be found on the [Forestry Commission Website](#).
- **Further information:** For more information on the planning process please visit our website including our [frequently asked questions page](#).

Yours sincerely,  
Development Management & Compliance

Dear Winnersh Parish Council,

I am writing to reach out and introduce myself and maybe even Transport to the South East to you.

Transport for the South East (TfSE) is a sub-national transport body bringing together a partnership primarily of 16 local authorities across the region. Our purpose is to determine the investment needed in our transport system to connect people and places and support economic growth across the south east. As well as our local transport authorities we also represent district, borough, town, parish and community councils such as yourself. Wokingham Borough Council is the main partner in relation to your area.

I recently joined the organisation and want to put a renewed focus on our engagement with both authorities across the region and the wider public. With this in mind there are two key points to my email today.

Firstly we would love to keep in touch with you, primarily in the form of our monthly newsletter which will be sent to this email address. You can unsubscribe to this at any time. If you would prefer to sign up individually or your councillors, residents or anyone else would like to receive this directly you can [sign up at the bottom of our website](#) where you will also find our Privacy Policy.

The second thing I want to share is our current phase of public engagement activity and to ask for your help in making sure we reach as many people as possible. We are currently refreshing our Transport Strategy for the region, and as part of this are engaging with the public through online surveys to ensure our new strategy is fully co-designed and as representative of the residents of the south east as possible. You will find the first of our Your Voices surveys [here \(https://tfse.engage-360.co.uk/\)](https://tfse.engage-360.co.uk/) and we would love to hear your responses to this. We also need your help - to hear the voices of people across the south east! We would appreciate your help in sharing this survey as far and wide as possible.

You can share the survey through our social media posts which we will be sharing regularly until the closing date of June 2. We are also keen to hear other ways you can get this message out, be it newsletters, webpages, or notices! I've attached our press release which went to over 400 media outlets across the region recently!

[Share this post on X](#)

[Share this post on Facebook](#)

If you want to know more about TfSE and our strategic role for the region please get in touch and we'll answer your questions as best we can!

Kind regards,

**Jaimie McSorley**  
**Engagement Manager**

07702 632455  
[transportforthesoutheast.org.uk](https://transportforthesoutheast.org.uk)



Take part in our [Your Voices survey](#)



(Registered Charity No: 1039801)

The Trustees of the Wokingham Job Support Centre  
invite you to attend

The 32<sup>nd</sup> ANNUAL GENERAL MEETING  
on  
**Monday 3<sup>rd</sup> June 2024 at 6:30p.m.**

THE CORNERSTONE

NORREYS AVENUE

WOKINGHAM

RG40 1UE

Light refreshments will be provided

**Tel No: 0118 977 0517**

e-mail: [jobsearch@wjsc.org.uk](mailto:jobsearch@wjsc.org.uk) Website: [www.wjscadvisors.org.uk](http://www.wjscadvisors.org.uk)

**RSVP by email or telephone**

Dear Parish and Town Councils of Berkshire,

I'm writing to invite you to a webinar progress update on our Berkshire Local Nature Recovery Strategy. Please do find more detail in the email below. Please also find information on our recent community workshops, species shortlisting and data prioritisation. I look forward to seeing many of you on 12<sup>th</sup> June.



Best wishes,

**Rosie Street**

Berkshire Nature Recovery Strategy Manager

Natural Environment Team

Royal Borough of Windsor & Maidenhead

Braywick Nature Centre, SL6 1UU



## Berkshire Nature Recovery Progress Update Webinar

Join us for an interactive webinar to present a first look at the collaborative targets from responses to workshops and survey. We will show the process that we are using to translate your priorities into a map of Berkshire, and hear your thoughts.

This webinar is a great opportunity to learn about the progress of our Berkshire Local Nature Recovery Strategy, and to see the direction of where and how nature is being prioritised.

This will take place on Microsoft Teams on **11th June 6:30-8pm.**

[Sign up](#)

## **Borough Ward member update to Winnersh Parish Council from Borough Councillors Prue Bray, Paul Fishwick and Rachelle Shepherd-DuBey**

**21<sup>st</sup> May 2024**

### **Borough Council Elections**

Following the 'all out' elections due to boundary changes and all wards now consisting of 3 seats in each ward, the new Council is as follows

Liberal Democrat	27 seats (+1)
Conservatives	19 seats (-3)
Labour	8 seats (+3)
Independent	0 seats (-1)

The next elections are scheduled for May 2026 when the 3<sup>rd</sup> placed elected councillor seat will come up for election again in all 18 wards.

The Liberal Democrats as the largest party will lead the Council and form the Executive. The Executive will be formally announced at Annual Council on 23<sup>rd</sup> May 2024.

### **Structural road maintenance schemes**

The following are the schemes within the 2024/25 structural maintenance programme for Winnersh Parish area and the link provides the whole boroughwide programme.

#### **Surface dressing**

**Mill Lane Sindlesham** – M4 overbridge to Sindlesham Mill access.

Scheduled 11<sup>th</sup> June 2024

**Winnersh Gate** – whole road scheduled 18<sup>th</sup> June 2024

**Watmore Lane** – Bollards to Dannywern Drive scheduled 18<sup>th</sup> June 2024

**Watmore Lane** - Dannywern Drive to Grovelands Avenue scheduled 18<sup>th</sup> June 2024

#### **Resurfacing**

**A329 (M)** – Winnersh junction to Coppid Beech – scheduled date tbc

**A329 (M)** – Coppid Beech to Winnersh junction. - scheduled date tbc

**A329 Reading Road** – Old Forest Road to Simons Lane – scheduled 18<sup>th</sup> & 19<sup>th</sup> June 2024

**Bearwood Road** – New Road to Harvest Drive – scheduled 17<sup>th</sup> & 18<sup>th</sup> June 2024



## **Asphalt Preservation**

**Simons Lane** – Reading Road to Larkspur Close – scheduled 27<sup>th</sup> & 28<sup>th</sup> June 2024

[Annual Road Maintenance Programme 2024-2025.pdf \(wokingham.gov.uk\)](#)

Please note that dates are indicative and subject to weather conditions.

## **Yellow line markings**

The 6<sup>th</sup> wettest start to the year has delayed installation of new yellow line restrictions, but improved weather conditions during May have allowed progress to be made. Yellow lines programme for Winnersh Parish;

Woodward Close / SEND school access - completed

Watmore Lane near Greenwood Grove – completed

Lenham Close – scheduled early June

Sadlers Lane – scheduled early June

The Traffic Regulation Order has been made and once the yellow lines and any associated signing is installed, they will become enforceable.

## **Youth Justice Board**

The Youth Justice Board has visited WBC and provided a positive report on the service.

# Capital Projects Update 2024/25 - May 2024

Item No		Project	Budget	Actual Cost to date	Committed Cost to date	Original Project Detail	Action/Notes	Status
1	R&A	Wetpour replacement	£ 16,538.00		£ 17,116.50	Replace areas of wetpour in play area identified by ARD	Updated quote from ARD of £17,116.50 agreed.	In progress
2	R&A	MH Ceiling Tiles	£ 2,000.00			Replace ceiling tiles in hall, kitchen foyer, lobby and corridor	Clerk ordering and will arrange for installation during close-down in August	In progress
4	R&A	Teenage Shelter (£5,000 CIL)	£ 14,000.00			Replace shelter near car park	Clerk obtaining further quotes for R&A	In progress
5	R&A	MH Internal Redecoration	£ 3,000.00		2,900.00	Paint walls, radiators and woodwork in hall and lobby	Work scheduled for August	In progress
6	R&A	Event gazebo and banner	£ 600.00			New 3x3 gazebo plus sky banner to advertise raffle	Clerk placed order	In progress
7	R&A	Trampoline/Fitness Trail	£ 17,000.00			Creation of new fitness trail around recreation ground and installation of 3x3 trampoline near play area	Clerk obtaining quotes for R&A	In progress
8	R&A	Miscellaneous	£ 2,000.00					In progress
9	R&A	Top dress overflow car park	£ 2,500.00		2,250.00	Top up of shingle to overflow parking area	Quote received and accepted. Work scheduled for 29th May	In progress
11	R&A	SR/JGR lift/staircase (£21,250 CIL)	£ 45,000.00			Strip out bar area and install internal lift and staircase from bar area to John Grobler Room	Referred to Facilities Development WG	In progress
13	FC	Climate Change Working Group	£ 5,000.00					In progress
14	FC	Sustainable Transport Working Group	£ 500.00					In progress
15	FC	Facilities Working Group (£5,000 CIL)	£ 5,000.00			Incidental costs for planning of AP refurbishment		In progress
16	FC	AP Underpinning (£10,000 CIL)	£ 10,000.00			Underpin building at SR end	Clerk obtaining quotes	In progress
			£ 123,138.00	£ -	£ 22,266.50			

## Winnersh Summer Fete 2024 - Action List

Description	Detail	Status	Action	Who
Theme	Agree theme (if any)	Agreed no specific theme		Complete
Charities	Two local charities	SHARE Wokingham and Reading Family Aid agreed. Clerk has advised charities		Complete
Sponsorship	Sponsorship package levels	Packages same as 2023		Complete
	Business sign-up		PF to approach local businesses	PF
Publicity	Pre-advertising	Save the Date flyer uploaded to social media		Complete
	Free press		Contact for advertising space	JY
	Winnersh Matters	E-newsletter draft complete. Published early May	E-newsletter draft complete. Will be published early May	Complete
	Flyer/poster design, printing, distribution	Clerk has design on Canva. Will update with current info as received.	Finalise design; Arrange printing; Organise delivery to all households	Clerk/ All Cllrs for delivery
	Banners	Banners updatd		Complete
	On-street publicity		Banners and posters	JS/GH
	Website		Upload flyer	JY
	Social media		Upload flyer	JY
	Local radio		Advertise nearer the time	Clerk
	School newsletters		Send flyer to schools	Clerk
	Winnersh Triangle news bulletin			PF
Stalls	Invitations to previous participants	Initial invitations sent to previous stall holders , equipment and entertainment providers. 48 stalls/attractions currently booked		Complete
	New groups	Post stall holding opportunity on social media	Repeated weekly	Complete
	Info point	Will set up next to raffle tent		Complete
Static Attractions	Inflatables	Inflatable assault course and bouncy castle confirmed by WBC. Additional toddler jungle inflatable booked by WPC		Complete
	WBC activity equipment(climbing wall/ archery)	Climbing wall booked by WBC.		Complete
	Face painting	Face painter booked		Complete
	Magician/balloon modeller		WBC not able to provide.	Complete
	Circus Scene	Confirmed attendance		Complete
	Fire service/police	Fire Service confirmed attendance		Complete
	Musical entertainment	Saxcelerate confirmed		Complete
Scouts	JY has confirmed Scout attendance		Complete	
Arena Programme	Dance display	Dance Zone confirmed display		Complete
	Brass Band?	Alternative musical entertainment booked		Complete
	Maypole dancing (Bearwood)	Bearwood School confirmed		Complete
	Wheelbarrow / Tug of War		Contact local schools	DG/PF
	Winnersh Games			JB/MK

Parking	Arena & car park perimeter (Volkers)		Book 4-6 weeks before	Clerk
	Marshalling		Contact Earley ACT for volunteer marshalls	GH
	Straw & sandbags (depending on weather)		GH to arrange	GH
	Signage for parking		Check existing signage	Clerk/JY
Equipment	PA system	Booked - same cost as 2023		Complete
	Wheelbarrows		Arrange use of wheelbarrows	GH
	Trophies	Trophies and medals ordered		Complete
	Fire extinguisher	Mobile extinguisher unit booked		Complete
	Music for races		Organise suitable music	Clerk/DG
Statutory	First Aid	First aid provision booked through Beyond First Aid		Complete
	TEN Licence	Licence received		Complete
	Insurance		Notify insurers of event. Obtain PLI certs from stallholders/ equipment providers	Clerk
	Risk Assessment		Update with 2024 details	Clerk
Catering	Ice cream van	Booked -Francas		Complete
	Candy floss / sweet stall	Booked		Complete
	Burgers / drinks	Scouts confirmed attendance		Complete
	Tea, coffee, cakes	Church confirmed attendance		Complete
	Mobile coffee van	Gorilla Bakes left site. Bluebell Box attending		Complete
	Bar - who? Siren Brewery/ Southern Bar/ Outback	Southern Bar Services confirmed attendance		Complete
	Pizzatron	Attending early		Complete
	Samosas	Stall holder confirmed		Complete
Raffle	Prizes		Source prizes	LD
	Ticket books	Sufficient books available		Complete
	Ticket Sales	RN running ticket sales		Complete
	SumUp machine		Ensure machine and mobile charged and ready	Clerk
Other	Mayor	Mayor booked to attend		Complete

Key:	
PF	Paul Fishwick
GH	Geoff Harper
DG	David Green
RN	Raf Nicholson
JB	Joseph Boadu
JY	Joanne Yeomans
MK	Manju Kak

<b>Schedule of Payments - May 2024</b>				
	<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Comments</b>
<b>Payroll</b>				
1	Net Salaries	Net Salaries (MM/CF/VC/JY/KS)	£ 6,299.49	May-24
2	HMRC	PAYE & NI	£ 1,510.00	
3	Berkshire LGPS	LGPS Contributions	£ 2,466.52	
<b>Invoiced Payments</b>				
4	ARD	Annual Playground Inspection	£ 504.00	Apr 2024
5	Basil and Crew Mobile Farm	Farm for Fete	£ 475.00	Apr 2024
6	Business Stream	Allotments Water	£ 10.67	30 Dec 23 - 29 Mar 24
7	Castle Water	Water - Main Hall	£ 75.87	01 Apr 24 - 30 Apr 24
8	Collard	Waste Management	£ 161.72	May 2024
9	Dave Knight	Window Cleaner	£ 120.00	May 2024
10	Green Care Landscaping	Allotment Shed & Solar kit	£ 16,000.00	May 2024
11	Initial Hygiene	Sanitary Waste Contract	£ 417.42	May 2024
12	ITQED	IT monthly support	£ 98.80	May 2024
13	ITQED	PC backups & anti-virus	£ 40.19	May 2024
14	ITQED	365 backup	£ 57.60	May 2024
15	Nick Robins	Grounds Maintenance	£ 1,104.00	May 2024
16	SES Business Water	Allotment Water	£ 0.36	31 Mar 24 - 30 Apr 24
17	Web Marketing Matters	Website Support & maintenance	£ 202.80	Apr 2024
18	Wokingham Borough Council	Contribution towards bus service	£ 2,660.59	2024/2025
19	Wokingham Borough Council	Rent for land at Allotments	£ 1,000.00	2024/2025
20	Chelsea-Lea Smith	Refund Deposit	£ 60.00	Apr 2024
21	Haris Lone	Cancelled booking	£ 60.00	May 2024
22	Keep Mobile	Grant	£ 2,600.00	2024 - 2025
23	Citizens Advice Bureau	Grant	£ 1,000.00	2024 - 2025
24	Assisting Children to Read	Grant	£ 250.00	2024 - 2025
25	Life Education	Grant	£ 450.00	2024 - 2025
<b>TOTAL for Payroll/Invoiced Payments/Refunds</b>			<b>£ 37,625.03</b>	
<b>Direct Debits</b>				
26	British Gas Lite	Gas- Community Centre	£ 307.95	16 Apr - 14 May
27	British Gas Lite	Gas - Allnatt Pavilion	£ 50.19	16 Apr - 14 May
28	BT	Broadband and phone	£ 77.57	Apr 2024
29	Sage	Accounts Software	£ 15.60	May 2024
30	Daisy	Caretaker mobile phone	£ 9.71	May 2024
31	Sirus Telecom	Monthly maintenance	£ 55.98	May 2024
32	YGP	Electric	£ 176.49	Apr 2024
<b>TOTAL for Direct Debits</b>			<b>£ 693.49</b>	
<b>Lloyds/UNITY Bank Multipay Card</b>				
33	Screwfix	Fixings for coronation art work	£ 1.69	Apr 2024
34	Amazon	Folders	£ 29.68	Apr 2024
35	Amazon	Copier Paper	£ 19.47	Apr 2024
36	Etsy	Keyring for allotments	£ 31.40	Apr 2024
37	Argos	Kettle for Allotments	£ 11.00	Apr 2024
38	Lloyds	Monthly Fee	£ 3.00	May 2024
<b>TOTAL for Multipay Card by Direct Debit</b>			<b>£ 96.24</b>	
<b>TOTAL SPEND</b>			<b>£ 38,414.76</b>	
<b>Paid since the last meeting</b>				
39	Chameleon Face Painting	2 x Face Painters - Fete	£ 400.00	May 2024
40	Dave Knight	Window Cleaner	£ 120.00	Apr 2024
41	Insta Group	Loft insulation - 50% deposit	£ 725.25	May 2024
42	Kenya Reading Organisation	Damage Deposit refund	£ 199.60	01-May-24
<b>TOTAL paid since last meeting</b>			<b>£ 1,444.85</b>	
<b>Bank Balance at</b>				
	Unity Bank		£ 15,367.21	As at 16/05/2024
	Unity Savings		£ 135,000.00	As at 16/05/2024
	Redwood		£ 85,000.00	As at 16/05/2024
	CCLA		£ 100,000.00	As at 16/05/2024
<b>TOTAL for all Bank Accounts</b>			<b>£ 335,367.21</b>	

## The Winnersh Sustainable Transport Group

21<sup>st</sup> May 2024



### Stations Adoptions Winnersh and Winnersh Triangle stations

I chaired the Reading to Windsor Community Rail (CRP) Partnership meeting where several items were discussed.

Over 1,000 bikes have been marked onto the Bike Register following recent events (including mine).

The CRP are looking for bids for bulb planting at adopted stations (Winnersh and Winnersh Triangle) that will take place during September 2024 (Volunteers will be required).

***Recommendation that we bid for both stations***

### Rail 200

A Nationwide event will take place in 2025 and both of our stations will be included. It is to celebrate 200 years of the railway in the UK. The timetable has been developed on the opening date of the station and below are all the stations in the CRP Reading to Windsor line.

Winnersh will be the first with its opening date on 1<sup>st</sup> January. We will need to consider what we want to do, and the CRP has a small budget allocated of £3,000 for all stations on this line. ***Recommendation, Sustainable transport group consider ideas to be submitted to CRP within the next 3 months***

### Try and train and bus

A short video was made with optalis who used the train from Wokingham station to Reading then the bus at Reading Depot, then returned by train to Wokingham. Some of the people who attended live in Winnersh.

I think that there are many positive points coming out from this that would benefit the wider community who haven't used the bus as a connection to/from the railway.

Wokingham BC have uploaded it to their My Journey web site and it would be helpful if the Parish Council could do likewise.

[Optalis Supported Employment Service - try a train and bus workshops](#)   
 [\(youtube.com\)](https://www.youtube.com)

### Rail 200 CRP station on Reading to Windsor Line

Southeast CRP Reading to Windsor	Ascot	Ascot	4th June 1856
Southeast CRP Reading to Windsor	Ashford	Ashford	22nd August 1848
Southeast CRP Reading to Windsor	Bracknell	Bracknell	9th July 1856
Southeast CRP Reading to Windsor	Datchet		22nd August 1848
Southeast CRP Reading to Windsor	Earley		1st November 1863
Southeast CRP Reading to Windsor	Egham	Egham	4th June 1856
Southeast CRP Reading to Windsor	Longcross	Longcross	21st September 1942
Southeast CRP Reading to Windsor	Martins Heron		3rd October 1988
Southeast CRP Reading to Windsor	Reading		30th March 1840
Southeast CRP Reading to Windsor	Staines	Staines	22nd August 1848
Southeast CRP Reading to Windsor	Sunningdale	Sunningdale	4th June 1856
Southeast CRP Reading to Windsor	Sunnymeads		10th July 1927
Southeast CRP Reading to Windsor	Virginia Water	Virginia Water	4th June 1856
Southeast CRP Reading to Windsor	Whitton		6th July 1930
Southeast CRP Reading to Windsor	Windsor and Eton Riverside	Windsor & Eton Riverside	1st December 1849
Southeast CRP Reading to Windsor	<b>Winnersh</b>	<b>Winnersh</b>	<b>1st January 1910</b>
Southeast CRP Reading to Windsor	<b>Winnersh Triangle</b>	<b>Winnersh Triangle</b>	<b>12th May 1986</b>
Southeast CRP Reading to Windsor	Wokingham	Wokingham	4th July 1849
Southeast CRP Reading to Windsor	Wraybury		1st April 1861

Cllr Paul Fishwick