

Minutes of a meeting of Shinfield Parish Council held on Monday 07 March 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.00 hrs.

Present: Cllrs I Clarke, P Emmet, J Greenway, A Grimes, C Hughes, P Hughes, A Masood, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Assistant Clerk), B/Cllr B Patman, Mr R Loader (BALC Chair), Mr T Troughton (BALC Vice-Chair).

15/107 **Presentation of the Local Council Quality Accreditation Certificate**

Mr Roger Loader, Chair of the Berkshire Association of Local Councils (BALC) congratulated the parish council for achieving the foundation accreditation and encouraged members to progress towards the next level of accreditation.

He noted that the award identified that the council is capable, well run and competent and that it had been a pleasure reviewing the documentation submitted by the council.

Mr Tony Troughton congratulated the council and thanked members for the hard work, time and effort put in to achieve the award.

Members thanked the Clerk and Assistant Clerk for their hard work in managing the process. The Clerk noted that recognition and thanks should also go Jacqui Barnes, the previous Clerk, for establishing much of the groundwork.

Mr R Loader and Mr T Troughton left the meeting at 19:320 hrs

15/108 **Public questions**

There were none

15/109 **Apologies and declarations of members' interests**

109.1 Apologies were received and accepted from Cllr J English, due to holiday, Cllr I Montgomery, due to a family bereavement, Cllr I Moore, due to illness, and B/Cllrs S Munro and B Pollock.

109.2 Cllr C Hughes declared an interest in one correspondence item from Shinfield Infant and Nursery School, relating to vehicle access.

109.3 There were no changes to members' declarations of pecuniary interests.

15/110 **Minutes**

110.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 08 February 2016 were a correct record of the meeting and these were signed by Cllr P Hughes.

110.2 Matters arising:

110.2.1 School Green Bus Shelter

The Clerk confirmed that the shelter was installed on Friday 4 March.

110.2.2 Southern Parishes Meeting

Cllr P Hughes reported that the meeting on 3 March was attended by six parishes, and will be followed by a meeting of the Chairs and Clerks, where some agreement on common ground can be established.

He reported that there was a presentation from WBC officers Connor Corrigan and John Spurling, on development and the new local plan. Questions were given to the borough to consider and respond to. Notes from the meeting will be distributed to members.

110.2.3 Neighbourhood Development Plan

Cllr P Hughes reported that the plan has been submitted to Wokingham Borough Council for approval at their executive meeting on 31st March. Following this, WBC will carry out some consultation, and an independent examiner will be appointed jointly between WBC and Shinfield Parish Council.

110.2.4 School Green Vehicle Access

Cllr P Hughes reported that a response has been received from Shinfield Infant and Nursery School regarding vehicular access to the staff car park. Copies of the letter will be distributed to members after the meeting. Cllr Clarke asked about the meeting with Assura. Cllr P Hughes reported that further information needed to be sent to Assura by the council.

110.2.5 South of M4 Community Forum

Cllr P Hughes reported that the next WBC South of M4 Community Forum meeting will be held at Shinfield St Mary's Junior School on Monday 14 March at 7pm. There will be a presentation from Hochtief on the Eastern Relief Road and a developer update. Cllr Grimes agreed to give a brief report on the community centre and the Neighbourhood Development Plan.

110.2.6 Open mornings for the Community Centre Plans

Cllr P Hughes reported that the open mornings on the community centre had been very successful.

110.2.7 Police 'Have Your Say' Events

Cllr P Hughes reported that the events were not well attended and need to be better promoted.

110.2.8 Spring Newsletter

Cllr P Hughes reported that the newsletter articles are being drafted and should be ready for door to door distribution in early April.

110.2.9 Deardon Field

Cllr C Hughes reported that further trees have been vandalised at Deardon Field. Members discussed the installation of CCTV equipment to deter damage.

110.2.10 Spencers Wood Carnival

Cllr Pike raised concern over funding for the carnival. Members noted that the funding for this year had been approved, as a proposal from the Communications and Policies Committee (21 January meeting minutes).

15/111

Reports

111.1 Chairman's report

Cllr P Hughes reported on the success of the Pancake Day race, and thanked Paul Willis, Nathan Hunt, the Clerk and Assistant Clerk for their work in organising the event. He reported that £500 was raised by the event, and has been donated to the Lion and Dolphin Wards at the Royal Berkshire Hospital.

He reported that he and Cllr Clarke had met with Nigel Frankland from the University of Reading, to discuss The Manor open space and issues such as the Langley Mead car park surface, where some action to replace the unsuitable surface will be taken.

He reported that the Annual Parish Meeting will be held on Thursday 28 April 2016 at Shinfield Parish Hall at 19:00 hrs. The Guest Speakers are from the University of Reading's ecological consultants, Ecological Planning and Research, who will speak about the new green areas around the parish.

He reported on a meeting of the committee Chairs held on 29 February 2016, during which priorities for the council were identified.

Cllr Pike commented on proposals that grants refused by the Grants Working Party be reported to the council. The Clerk confirmed that proposed changes to the grant application process will be added to the updated Standing Orders for members to properly consider.

Cllr Pike asked about the Culverts and flooding on Arborfield Road. The Assistant Clerk reported on a response from Sam Goss at Wokingham Borough Council, that the culverts would usually be dry, and will only channel water at times of heavy rain fall, which will divert water under the road and that life rings currently in situ will be removed following completion of the road building project.

The Clerk asked members to consider their interest in standing for Chair or Vice-Chair of the council and advise the Clerk in advance of the May council meeting. Those wishing to stand will require a proposer and seconder.

Members agreed to move straight to item 6 on the agenda

111.2 Sport and Leisure Facilities

Cllr P Hughes reported on the response received from Wokingham Borough Council regarding the expression of interest submitted by the parish to run the sport and leisure facilities at Ryeish Green, i.e. that WBC has chosen the Berkshire Junior Badminton Association as its partner in the operation of the Centre, subject to the negotiation of an appropriate lease. The lease will include access to the Centre by the school and the wider community.

He reported that the council had requested written feedback from the borough on their submission.

He reported that WBC had advised that they are close to putting in a planning application for the outside space and that Andy Glencross has offered to come and speak to the council on the matter.

Following extensive discussion, members agreed to review the situation following receipt of feedback, and determined that no further action should be taken at the present time.

111.3 Borough Councillors' Report

B/Cllr Patman reported on travellers, currently in situ at Shinfield Park. He reported that the police have been in attendance and will use their Section 60 powers to remove them from the site.

He reported on a recent spate of burglaries and a visit from the mounted police in Spencers Wood.

He reported on conversations with officers over highways issues and Basingstoke Road in particular. He reported on plans for overnight resurfacing from Church Lane to the A33 junction. Members discussed the issue with the future proposals for changes to the Church Lane junction.

Cllr Clarke asked about the planning appeal for Stanbury House

Cllr Grimes noted that the planning consents for the house building currently underway on the Hyde End Road, and other planning permissions granted, all require access for construction vehicles via the Basingstoke Road / Hyde End Road, and yet legal agreements for the junction changes required to facilitate this are not yet in place.

B/Cllr Patman left the meeting at 20:30 hrs

111.4 **Committee Reports**

111.4.1 **Development Board Meeting**

Cllr P Hughes reported on a letter from Shinfield United Charities reporting the willingness of the trustees to allow additional development on the land occupied by the existing parish hall, and a willingness to negotiate an extension of the lease. The Clerk reported that a reply has been sent.

Members enquired about business rates for the RBL site. Cllr P Hughes reported that any rates expenditure will come from the overall budget for the project.

It was proposed and **RESOLVED** by members that the minutes of the 18 February 2016 meeting be adopted.

111.4.2 **Recreation and Amenities Committee**

Cllr Clarke reported on the meeting of the committee held on 22 February 2016.

Cllr P Hughes spoke about proposals for refurbishing the parish hall.

It was proposed and **RESOLVED** by members that the minutes of the 22 February 2016 meeting be adopted.

111.4.3 **Planning and Highways Committee**

Cllr Peer reported on the meeting of the committee held on 25 February 2016.

She reported that the planning appeal by Carney Construction for the refusal of planning permission for the site in Church Lane, Shinfield, was upheld.

She reported on a meeting held between local residents and the planning enforcement officers regarding Spencers Wood Post Office, attended by Cllr Greenway. She reported that retrospective planning permission has been applied for, for the alterations which differ from the permission initially granted. Cllr Greenway reported that the enforcement identified elements where enforcement action can be taken, such as hours of lighting and parking bays. She reported that the planning officer will take action on delivery vans and will update the parish council via email.

She reported that the parish had been encouraged to follow up on highways safety concerns over the site.

It was proposed and **RESOLVED** by members that the minutes of the 28 January 2016 meeting be adopted.

111.5 **Outside Bodies**

111.5.1 **Shinfield Association**

Cllr Clarke reported on a meeting of the Shinfield Association.

He reported that the association has written to David Savage at the University of Reading, enquiring about whether, in theory, the lease for Millworth Lane could be transferred to the Shinfield Association. Members noted that no formal discussion has been had, or decision taken, by the council on this matter.

Members noted that a discussion must be had and a proper business case for the proposal must be constructed. Members agreed to take no further action at this time.

111.6 **Clerk's Report**

- 111.6.1 The Clerk reported receipt of the report from the internal auditor, following her visits on 10 and 24 February. She reported that:
- The financial systems are well maintained and appear complete and fit for purpose
 - The control systems and procedures appear efficient and effective
 - The introduction of electronic payments has been smooth

The full report will be presented to the next meeting of the Finance and Staffing Committee.

The Clerk reported the recommendation from the internal auditor that the council upgrade its financial system to Omega, to provide better real time reporting for the council. Following discussion, members **RESOLVED** to approve this upgrade, at a cost of £850 for the software and 1st year support and licence, plus an onsite training day, which can be provided for staff and members, at a cost of £399 plus mileage.

- 111.6.2 The Clerk reported that the Assistant Clerk will be organising the Shinfield Litter Pick on Sunday 20th March, and requested help from members. Cllr Peer volunteered to support the event.
- 111.6.3 The Clerk reported on the council's receipt of a £10,000 community grant from Orta Solar.
- 111.6.4 She reported that Hochtief UK Ltd are holding a drop-in session at Shinfield Parish Hall to update residents on the Eastern Relief Road, on Thursday 17 March from 16:00 – 20:00 hrs.
- 111.6.5 The Clerk noted that members had not been forthcoming in volunteering for the March councillor surgery, so she will be chasing members up to attend the session.
- 111.6.6 The Clerk reported that the Assistant Clerk will formally become the Deputy Clerk from 1st April, and, following approval from the Staffing Sub-committee will be tasked with overseeing a cost saving project for the council. Members noted their congratulations and thanks to the Assistant Clerk for her hard work.

15/112

Shinfield Parish Community Centre

The Clerk reported on some minor amendments to the printed version of the business case sent to members. These include:

- P7, P14 and P15 to amend 'seeks to' cover costs to 'will' cover costs
- Remove a surplus 's' on P16
- Add an additional line to the risk register identifying legal issues (in relation to the lease on the existing parish hall) as a potential risk to the project.

Cllr Grimes reported that the business case had been reviewed and approved by the Community Centre Management Committee, and that, subject to approval by the parish council this evening, will be proposed for approval at the WBC Executive meeting on 31st March 2016.

He noted that, compared to the business case put to the council in August 2015, this paper includes:

- Better cost analysis of the council's existing running costs
- An agreement with the borough on the size of the new building

He noted that, based on the costs and income identified in the report, the centre should break even by year 4. He noted that the council would incur losses on the new site commensurate with the costs of running the existing building.

Cllr Pike asked about the cost of equipping the new building. Cllr Grimes noted that the cost of this is included in option 4a and is covered by the capital funding for the project.

Cllr Pike asked whether there was a 'plan B' if the scheme fails before year 4. Cllr Grimes noted that, if the scheme fails, there would be a fall in both income and expenditure. Plan B would be to review the income and costs targets and consider options such as increased advertising or reduced staffing costs. He noted that budgeted costs for maintenance in the early years may not be required.

Cllr Pike asked what would happen if there was a significant overspend in the building costs. Cllr Grimes reported that the budget included contingencies of 22.5%

Cllr Pike expressed concern over a need for additional car parking at the site. Cllr P Hughes reported that a meeting has been scheduled with the village centre consortium to progress the design in relation to plans for the village centre, where the council will ask about additional land for parking.

Members agreed to continue the meeting beyond 22:00 hrs

Cllr Pike expressed concern on possible conflicts of interest for members of the committee and potential risks for the council. Cllr Peer noted that risk management controls will be in place and that a new committee will be established to take forward the operational management of the site, following completion of the build.

Members discussed the current Community Centre Management Committee and noted that, in line with all other committees of the council, membership should be established annually in May. It was noted that this proposal will be taken forward to the next Joint Community Centre Management Committee meeting in April.

Cllr P Hughes reported on the proposal from the borough to include a facility for a children's centre as part of the new community centre, and that the borough were proposing to not contribute any payment for this use. Members discussed the matter and how the costs of providing this facility free of charge might be mitigated.

Cllr Greenway highlighted the need for all members to be kept full apprised of proposals that the council are making in relation to the new community centre.

It was proposed by Cllr C Hughes, seconded by Cllr Grimes and **RESOLVED** that the business case for the community centre be approved, subject to the minor amendments outlined above.

15/113

Council Vision Statement

Cllr P Hughes asked members for any feedback on the vision statement circulated to members.

Cllr Pike asked whether improvements to bus services and traffic flows should be included. Following discussion, members agreed to add 'Provide representation to support improvements to transport infrastructure and services' under item 3.2

Following discussion, the text for item 3.1 was amended from 'promise to' to 'strive to'.

It was proposed and **RESOLVED** that the vision statement be approved.

15/114

Invoice for payment

114.1 It was proposed and **RESOLVED** that invoices 479-524 for late February and March, including salaries for February, expenditure totalling £31,964.57, be approved and paid. Please see appendix 1.

15/115 **Correspondence**

115.1 The Clerk reported receipt of the following correspondence:

- Public consultation on the Royal Berkshire Fire and Rescue Service on their Integrated Risk Management Plan, which will run to 4th April 2016;
- Information on WBC's new "Select Business Services" portfolio of professional advisory and business support services;
- Letter from Shinfield Infant and Nursery School about vehicular access to the staff car park.

15/116 **Dates of the next council meeting**

116.1 The Clerk confirmed the date of the next meeting as Monday 18 April 2016.

The meeting ended at 22.30 hrs.

Action Items:

Minute Reference	Action	By Whom
111.1	Speak to the Clerk if you intend to stand for Chair or Vice Chair of the council at the annual meeting in May	All members
111.6.1	Proceed with upgrading to Omega	Clerk / Assistant Clerk
112	Make agreed changes to the business case report and update risk report	Clerk / Assistant Clerk
112	Add review of membership of Community Centre Management Committee to the April meeting agenda	Clerk

Ongoing action items:

1.	HGV CCTV
2.	Pensions and auto enrollment
3.	Homes in Multiple Occupation
4.	Co-option of new councillors

Appendix 1:

	Shinfield Parish Council	Invoices for Approval of Payment - March 2016				
	payee	purchase	Date	Net (£)	Vat (£)	Total (£)
479	Reading Roadrunners	Grant	Feb 2016	200.00	0	200.00
480	Cruse Bereavement Care	Grant	Feb 2016	250.00	0	250.00
481	Wokingham Borough Council	Grant for Shinfield North Community Flat	Feb 2016	500.00	0	500.00
482	Shinfield Infant and Nursery School	Grant	Feb 2016	250.00	0	250.00
483	Swallowfield Community Responders	Grant	Feb 2016	250.00	0	250.00
484	Heart Start Swallowfield	Grant	Feb 2016	250.00	0	250.00
485-497	Various	February salaries, PAYE, NI and Pensions	Feb 2016	8,665.58	0	8,665.58
498	Vic Quayle	Health and safety support	Jan 2016	166.66	0	166.66
499	British Telecom	Quarterly phone and broadband charges	Nov – Jan 16	768.36	153.67	922.03
500	A1 Locksmiths (Berks) ltd	Key cutting (allotments)	Feb 2016	49.95	9.99	59.94
501	Thames Water Utilities	Water supply (various locations)	Dec – Feb 16	74.03	0	74.03
502	MFG UK Ltd	Router for SWP, new emails accounts and support	Feb 2016	641.55	128.31	769.86
503	Carrera UK Ltd	Website maintenance	Feb 2016	100.00	20.00	120.00

504	BDS Surveyors Ltd	Preparation of costings and VAT report	Feb 2016	6,125.00	1225.00	7,350.00
505	BT Payments Services Ltd	Telephone line at Spencers Wood Pavilion	Feb 2016	35.01	7.00	42.01
506	Quadron Services	Bin emptying and dog waste bin	Feb 2016	160.00	32.00	192.00
507	Staples UK Ltd	Stationery	Feb 2016	26.31	5.26	31.57
508	Biffa Waste Services Ltd	Waste and recycling collection	March to June 2016	221.26	44.26	265.52
509	Ayre Chamberlain Gaunt	Architect services for RBL site	Feb 2016	2,247.40	449.48	2,696.88
510	Groundwork UK Ltd	Return of unused grant (Neighbourhood Plan)	Feb 2016	772.73	0	772.73
511	Cash	Petty cash February 2016 (see below)	Feb 2016	137.78	0	137.78
512	Kerry Taylor	Mileage	Feb 2016	36.45	0	36.45
513	SSE	Works to make safe a street light	Feb 2016	231.30	46.26	277.56
514	Katy Hughes	Expenses (stationery)	Feb 2016	28.10	4.95	33.05
515	Queensbury Shelters Ltd	School green bus shelter plus street work permit	Feb 2016	3,080.00	616.00	3,696.00
516	D J Mace and Son (Electrical) Ltd	Emergency lighting upgrade at SWP	Feb 2016	1,487.40	297.48	1,784.88
517	Staples (UK) Ltd	Stationery	Feb 2016	31.53	6.31	37.84
518	Ricoh Capital Limited	Printer / photocopier hire	1.3.16 to 31.5.16	77.51	15.50	93.01
519	MFG UK Ltd	Backup, emails and support	March 2016	300.21	60.04	360.25
520	Thames Water Ltd	Water supply allotments	12.11.15 to 10.02.16	623.92	0.00	623.92
521	GLS Educational Supplies	Cleaning supplies	March 2016	104.44	20.89	125.33
522	SSE	Electricity supply SPH, SWP and RP	1.12.15 to 29.2.16	559.82	27.99	587.81
523	Angela King	Mileage	Jan and Feb 2016	32.85	0	32.85
524	Berkshire Extinguisher Services	Fire extinguisher annual maintenance	March 2016	257.53	51.50	309.03
		TOTALS		28,742.68	3,221.89	31,964.57

Petty cash - February 2016	
Stamps	20.05
Pancake day event expenditure	45.08
Refreshments	11.25
Parking at Shute End (various dates)	4.40
Charity donation (From Chairman's Allowance)	13.00
Window Cleaning	24.00
Litter pick costs	10.00
Phone top up	10.00
TOTAL	137.78

Appendix 2:

SHINFIELD PARISH COUNCIL

VISION:

Shinfield Parish Council's vision is "people working together, respecting our local history, building a vibrant community now and for the future".

OBJECTIVES:

1. **To develop a vibrant and prosperous neighbourhood by encouraging development that supports a good range of housing, schools, shops and services that meets the needs of local people and protects the quality of the local environment by:**
 - 1.1 **Developing an integrated plan with local organisations to build on their existing successes and give a parish-wide appeal to local community events;**
 - 1.2 **Progressing the Neighbourhood Development Plan, which encapsulates the council's vision for the development within the parish, to referendum;**
 - 1.3 **Using the Neighbourhood Plan policies in formulating comments on planning applications that affect the parish.**
2. **To provide new and diverse leisure and recreational activities in order to promote health and crime free lifestyles for everyone, by:**
 - 2.1 Progressing the future Community Centre Project to planning approval and:
 - i. Agreeing the design;
 - ii. Approving costs and finances;
 - iii. Scheduling a start date for construction work; and
 - iv. Extending the lease on the existing parish hall with Shinfield United Charities.
 - 2.2 **Working with our partners and other parties to help develop future sports and leisure facilities for the parish;**
 - 2.3 **Developing our existing sports and leisure facilities by working closer with local user groups.**
 - 2.4 **Refurbishing the parish hall at School Green and working with other community halls within the parish to improve parish-wide facilities for residents and local groups.**

COMMUNITY PLEDGE

3. In 2016-17 Shinfield Parish Council will strive to:
 - 3.1 **Deliver excellent services and value for money in everything we do, by:**
 - i. Retaining and enhancing the council's Quality status;
 - ii. Upgrading the council's accounting system to allow for continued growth;
 - iii. Continuing professional development for our staff and councillors
 - 3.2 **Listen to our residents, keep them informed of local news and developments and represent their best interests at all times, by:**
 - i. Publishing quarterly newsletters to keep residents informed of parish news and the progress with development within the parish;
 - ii. Establishing regular councillor surgeries, to allow residents to raise concerns to the parish council face to face;

- iii. Recruiting new councillors to fill outstanding vacancies;
- iv. Using social media such as Facebook and Twitter to keep residents up to date on relevant news and giving residents a platform for contacting the council;
- v. Upgrading the parish council's website to allow greater interaction between the parish council and residents;
- vi. Working with local partners to organise more community events and activities across the parish, and continue to facilitate important local events such as the Remembrance Day Service and annual Spencers Wood Carnival;
- vii. Providing representation from the council at more local events, to give residents more opportunities to interact with their local councillors.
- viii. Provide representation to support improvements to transport infrastructure and services

3.3

Support our local economy, by:

Using local services and tradespeople wherever practical, to carry out work for the council, and particularly in relation to the development of the new Community Centre.

3.4

Protect our local environment, by:

- i. Taking forward the LED street lighting replacement project across the parish;
- ii. Supporting local environmental enhancement projects such as improving our footpaths and cycle routes.

3.5

Be a caring employer, by:

- i. Providing improved office facilities for our staff;
- ii. Improving our office systems.