

Minutes of a meeting of Shinfield Parish Council held on Monday 08 February 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

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

Attending: S Roberts (Clerk), K Hughes (Assistant Clerk), B/Cllr B Patman, A Masood Malik (Resident).

15/97 **Public questions**
There were none

Mr A Masood Malik left the room

15/98 **Co-option of Akhtar Masood Malik as ward member for Shinfield North**
Members proposed and seconded, and voted unanimously to co-opt Mr Akhtar Masood Malik to the council to fill the vacancy in the Shinfield North Ward.

Cllr Masood Malik re-joined the meeting

15/99 **Apologies and declarations of members' interests**
99.1 Apologies were received and accepted from Cllr J English, due to holiday and B/Cllrs P Batth, C Haitham-Taylor and S Munro.
99.2 There were no declarations of members' interests.
99.3 There were no changes to members' declarations of pecuniary interests.

15/100 **Minutes**
100.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 11 January 2016 were a correct record of the meeting and these were signed by Cllr P Hughes subject to the amendment to paragraph 8 on page 3, to read '9 homes or more'.
100.2 Matters arising:
100.2.1 School Green Bus Shelter
The Clerk confirmed that the installation of the new bus shelter at School Green is scheduled for the first week in March. Cllr Clarke expressed disappointment at the time taken between order and installation of the new shelter.
100.2.2 Ryeish Green Leisure Hub
The Clerk confirmed that an email received on 29 January from Andy Glencross reported that WBC officers had met twice and it was hoped that a decision could be reported in mid-February.
100.2.3 Sheepbridge Court Farm Solar Panels
The Clerk reported that the planting of screening hedges is expected to start imminently.

Cllr Grimes joined the meeting at 19:50 hrs

100.2.4 Quality Council Status
The Clerk reported that the council has been re-awarded with the Local Council Award Scheme Foundation Status until 2020. Cllr Peer reported that the panel had been very complimentary of the work undertaken by staff and members to achieve

this. Cllr P Hughes reported that the award will be made officially at the beginning of the next council meeting by the chairman and vice-chairman of BALC.

Cllr Grimes joined the meeting at 19:45 hrs

100.2.5 Deardon Field Community Orchard

Cllr P Hughes confirmed that the replacement trees have been planted, but that further damage has occurred to two trees, and fence palings have also been damaged. Members discussed the matter.

100.2.6 Wokingham Borough Council Local Plan Update

The Clerk confirmed she had written to Heather Thwaites and received a response that a number of area focus sessions are being planned across the borough for Town and Parish Councils. The Clerk suggested that a session be coincided with the date for the Southern Parishes meeting, scheduled for Thursday 3 March 2016, and members agreed this be put forward to WBC.

100.2.7 Neighbourhood Development Plan

The Assistant Clerk reported that a meeting has been scheduled with Wokingham Borough Council to discuss the wording for policy 1.

100.2.8 Wayleave access for staff cars for Shinfield Infant and Nursery School

Cllr P Hughes reported that the council is awaiting an official response from the school on the matter. Members discussed the issue.

100.2.9 Cost codes on the invoice list

The Clerk confirmed a list of cost codes was distributed with the agenda papers.

15/101

Reports

101.1 Chairman's report

101.1.1 Cllr P Hughes reported on his attendance at a meeting with Mr Richard How of Assura, to discuss the vehicle access to the Shinfield Infant and Nursery School through the medical centre car park, and about options for extending the medical centre car park.

101.1.2 Cllr P Hughes reported on his, Cllr Greenway and the Clerks attendance at a meeting with Spencers Wood Village Hall Management Committee, to discuss closer working relations. Members noted that Cllr Greenway has decided to stand down from this Committee.

101.1.3 He reported on a meeting with the Grazeley Village Hall Committee. Members discussed the need to understand the parish council's role on village hall committees, and asked the Clerk to review the constitutions of these committees and report back to the council in May, as part of a wider review of the council's role in all the outside bodies it appoints representatives to.

101.1.4 Cllr P Hughes reported on the dates for the councillor surgery in February, coinciding with the second of two open sessions for residents to review the proposals for the new community centre. Members volunteered to cover the open house sessions and the councillor surgery as follows:

Saturday 13th February

10:00 to 11:45 - Cllr Clarke

11:45 to 13:00 - Cllr P Hughes

10:00 to 13:00 - Cllr Grimes

10:00 to 13:00 – Cllr Peer

Saturday 20th February

10:00 to 13:00 – Cllrs P Hughes, Grimes and Peer

101.1.5 Cllr P Hughes reported on the planned Shrove Tuesday Pancake Day race, which The Vyne School, Shinfield St Mary's Junior School and Oakbank School, the police, and a number of local businesses and community groups are taking part in. He advised that members wishing to attend should arrive for 10:30.

101.1.6 Cllr P Hughes reported that a Wokingham Borough Council South of M4 SDL Forum meeting is being planned for Monday 14th March at the Three Mile Cross Church Centre. A suggested agenda has been sent to the Clerk, details to be confirmed.

- 101.1.7 He reported that footpath 10A, from the rear of St Mary's Church to Hollow Lane, will be closed from 15th February for a period of up to six months, to allow Persimmon Homes to undertake works on or adjacent to the footpath.
- 101.1.8 Cllr P Hughes reported that the Shinfield Parish litter pick has been scheduled for 20th March. Cllr Pike asked whether the council's litter picker who covers Hollow Lane could extend up as far as the junction with Cutbush Lane.
- 101.1.9 Cllr P Hughes reported on the plans for the cricket pitch and pavilion at the manor site. Members discussed the matter.
- 101.1.10 Cllr P Hughes asked members to confirm their attendance at the Chairman's Dinner on 6th May.

102.2 **Borough Councillors' Report**

B/Cllr Patman gave apologies for B/Cllrs Haitham Taylor and Pollock, who are attending a meeting on plans for Elms Field, Wokingham.

He reported on the national funding issues for local authorities and on a review considering the borough council's role going forward and the extent to which Central Government funding cuts will impact on the council's delivery of services. It was noted, however that the Local Government Minister had announced £2.9bn transitional funding that morning. WBC is also looking at their internal processes via a "Peer Review".

He reported on a rise in incidents of burglaries locally. He reported that he had spoken to the local area commander on the issue. He reported on two scheduled 'Have Your Say' meetings this week, at Caf Active in Spencers Wood on Tuesday afternoon and at Shinfield Parish Hall on Thursday evening. Cllr Greenway expressed concern that the rise in burglaries was diverting police attention away from other important issues. Cllr Pike noted that there had been no police attendance at the two recent Neighbourhood Action Group (NAG) meetings, although it was noted there were 2 "Have your Say" events planned for later that week.

Cllr Pike asked about the roadworks at the junction of Hollow Lane and Cutbush Lane, and the temporary fencing that had blown down over the weekend, leaving a large hole exposed. B/Cllr Patman reported on a meeting scheduled to discuss highways arrangements for Basingstoke Road, which he will report back to the Assistant Clerk on.

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

Cllr Moore joined the meeting at 20:30 hrs

103.3 **Committee Reports**

103.3.1 **Planning and Highways Committee**

Cllr Peer reported on the 14 January meeting of the Planning and Highways Committee. She reported on WBC's proposals for paperless planning and spoke about a discussion the committee had held with representatives from the Streetworks Team on co-ordination of development within the parish.

It was proposed and **RESOLVED** by members that the minutes of the 14 January 2016 meeting be adopted.

Cllr Peer reported on the 4 February meeting of the Planning and Highways Committee. She spoke about a presentation from Farley Farms on gravel extraction. Members discussed the impact of the proposal on the local road network.

Cllr P Hughes reported that he had drafted a letter to Spencers Wood Post Office expressing concerns on disturbance to local residents, and asked for input from members.

The Clerk asked the Chair of planning to confirm the committee's response on the joint working on the management of the Community Infrastructure Levy (CIL). Members noted that the revised draft document did not represent a substantive change on the original document and therefore the council would not reconsider its position on the matter, that the council had **RESOLVED** not to sign up to the Terms of Reference for the CIL protocol proposed by Wokingham Borough Council.

Cllr Grimes asked about item 102.2.3 (Footpath to Langley Mead SANG from Millworth Lane). Cllr P Hughes reported that he had spoken to Mr Ian Young on the matter, who is liaising with Nigel Frankland, from the University of Reading. It was proposed and **RESOLVED** by members that the minutes of the 04 February 2016 meeting be adopted.

103.3.2 Communications and Policies Committee

Cllr C Hughes reported on the 21st January 2016 committee meeting.

The Clerk reported on the enthusiasm of the neighbouring parishes to meet and discuss local issues on Thursday 3 March, and the Clerk confirmed that formal invitations will be sent from the Chairman. She reported that Wokingham Borough Council has requested to meet the parishes to talk about the proposals for the updated local plan, and that the Clerk had suggested coinciding the two meetings, with a southern parishes network meeting from 18:00 until 19:00 followed by a presentation from Wokingham from 19:00 hrs.

Cllr C Hughes reported that dates for the newsletters for 2016 have been agreed. She reported that the council's Annual Report for 2015/16 will go to all households with the spring newsletter as an eight page publication. Cllr Clarke asked whether there had been any positive feedback from the winter newsletter. Members noted that the development map had received positive comments and would be updated and featured in future issues.

Cllr C Hughes report on plans for future events within the parish. She reported on a meeting with the organisers of the Spencers Wood Carnival. Members discussed a proposal from the committee to financially support the event from the committee's 2016/17 events budget.

Following extensive discussion around the event and the grant awarded in previous years to support it, it was accepted as a means of funding the 2016 event, but members requested that the issue of future funding for the event be further discussed at a future council meeting.

It was proposed and **RESOLVED** by members that the minutes of the 21 January 2016 meeting be adopted.

103.3.3 Finance and Staffing Committee

Cllr Montgomery reported on a the 28th January committee meeting.

He reported on the projected underspend for the current financial year.

He reported on the proposed grants, and the following grant payments were approved:

Organisation	Sum
Reading Roadrunners	£200
Cruse Bereavement Care	£250

Shinfield Community Flat	£500
Shinfield Infant and Nursery School	£250
Swallowfield Community Responders	£250
Heart Start Swallowfield	£250

Members requested that, in addition to the grants recommended, that the minutes reflect the grant sum requested and why applications might be reduced or refused. Cllr Pike asked that any members receiving negative feedback about grant requests, feed this information back to the grants committee, via the Clerk. The Clerk will review the standing orders for the grants committee and bring proposed changes to the May council meeting.

He reported on proposals to close three of the council's bank accounts that are no longer used.

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

103.4 **Outside Bodies**

103.4.1 **Neighbourhood Action Group (NAG)**

Cllr Pike reported on his attendance at a recent NAG meeting.

Members discussed complaints about the car park surface at Langley Mead SANG and whether the University of Reading is entitled to temporarily close the site.

He reported that local police are advising residents to be alert to rogue traders operating in the area, and recommending that all valuable garden equipment is marked, due to recent thefts.

He reported on a successful bicycle marking event held by PCSOs in Swallowfield.

He reported that the next meeting will be held on the evening of Wednesday 9th March, which will be open to the public.

103.4.2 **Borough Parish Liaison Forum**

Cllr Peer reported on her attendance at a recent Borough Parish liaison Forum meeting.

She reported that the borough council are looking to establish a flood action group. Members discussed whether a member of the volunteer group may be interested in this role?

She reported on a presentation on the future local plan for the borough, from 2026 to 2036.

She reported that the borough council has now taken all travel planning in-house.

103.4.3 **Shinfield Association**

Cllr Clarke reported on his attendance at a recent Shinfield Association meeting.

103.5 **Clerk's Report**

103.5.1 The Clerk confirmed that the budget and precept demand has been sent to the borough council.

103.5.2 The Clerk reported that the internal auditor is visiting the council on 10 and 24 February.

- 103.5.3 The Clerk reported that the parish council will be able to benefit from the grant received by Wokingham, Reading and Slough Councils from Central Government, to fund LED street lighting replacement, which will reduce the cost by 70%.
- 103.5.4 The Clerk reported that the Assistant Clerk will attend the Police 'Have Your Say' meeting at St Michael's Church on Tuesday 9 February.
- 103.5.5 The Clerk reported on her attendance at a recent Clerks' Forum meeting
- 103.5.6 The Clerk reported that she is drafting an emergency action plan for the council.
- 103.5.7 The Clerk reported on her attendance at a Clerks' meeting at Shute End discussing Public Space Protection Orders. She reported that Andy Couldrick, Chief Executive of Wokingham Borough Council, had reported on the borough's future finances and on a major review of the borough's services currently being undertaken.
- 103.5.8 The Clerk reported on two public drop-in sessions for the new community centre, scheduled for Saturday 13th and Saturday 20th February from 10:00 until 13:00

Due to time constraints, discussion on the Council's Vision and Action Plan was deferred to the next meeting. Members agreed to continue the meeting beyond 22:00

15/104 Invoice for payment

- 104.1 It was proposed and **RESOLVED** that invoices 434-478 for late January and February, including salaries for January, expenditure totalling £20,309.00 be approved and paid. Please see appendix 1.

15/105 Correspondence

- 105.1 The Clerk reported receipt of the following correspondence:
 - Consultation on WBC's proposed new "hub and spoke" model for the future working of the Library Services across the borough – details previously circulated to members.

15/106 Dates of the next council meeting

- 106.1 The Clerk confirmed the date of the next meeting as Monday 07 March 2016.

The meeting ended at 22.05 hrs.

Action Items:

Minute Reference	Action	By Whom
101.1.3	Review the council's role on outside bodies for May council	Clerk
101.1.8	Investigate extending litter picking along Hollow Lane up to the junction with Cutbush Lane	Clerk
101.1.10	Confirm attendance at the Chairman's Dinner on 6 May 2016	All members
103.3	Review Standing Orders for committees and report back to May council	Clerk
103	Add review of the draft Council Vision and Action Plan to the March council 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 - February 2016				
	payee	purchase	Date	net	vat	total
434-446	Various	Salaries, PAYE, NIC and Pension - January 2016		8,544.44	0.00	8,544.44
447	Outside The Box	Newsletter layout and printing	Dec-15	460.00	0.00	460.00
448	PRS for music	Annual performance charges for SPH	Jan - Dec 2015	244.40	48.88	293.28
449	Staples UK Limited	Stationery	01-Jan-16	30.78	6.16	36.94
450	British Telecom	Broadband and telephone package for SWP	6 - 31st Jan 2016	30.43	6.08	36.51
451	Vic Quayle	Health and Safety Consultancy	Dec-15	166.66	0.00	166.66
452	Berkshire Youth	DBS fee for L Hartley	Jan-16	64.00	0.00	64.00
453	Alpine Controlled Cleaning	Hall cleaning - 3 days in January	14,20,21 Jan 16	60.00	12.00	72.00
454	Zoolab Limited	Pavilion youth club evening workshop	Feb-16	150.00	30.00	180.00
455	SMS UK Ltd	Tap repair at SPH	Jan-16	103.83	20.77	124.60
456	Geoff Keep	Redecoration of SPH	Jan-16	740.00	0.00	740.00
457	Elite Security Group	Alarm callout charge SPH	12/01/2016	25.00	5.00	30.00
458	N Smith	Planting of new trees at Deardon Field	Jan-16	120.00	0.00	120.00
459	Lloyds Bank	Account charges	10.12.15 to 09.01.16	25.00	0.00	25.00
460	Peter Hughes	Chairman's Allowance - 3rd Quarter	Nov 15 to Jan 16	200.00	0.00	200.00
461	Wokingham Borough Council	Rates - January 2016 (SPH, RBL and RP)	Jan-16	447.00	0.00	447.00
462	SLCC	ILCM registration - S Roberts	Jan-16	50.00	0.00	50.00
463	Katy Hughes	Stamps, Coffee, pin boards (SPH), padlock and pins	Jan-16	127.97	0.00	127.97
464	Allianz Insurance PLC	Playground insurance inspections	2016	1576.52	315.30	1,891.82
465	Carrera UK Ltd	Website management fee	28.12.15 to 25.1.16	80.00	16.00	96.00
466	MFG UK Ltd	Online backup, hosting, email and IT support	Feb-16	287.23	57.45	344.68
467	Cash	See below				-
468	A1 Locksmiths (Berks) Ltd	New padlocks and key cutting	Jan-16	157.10	31.42	188.52
469	Alpha Furnishings Ltd	New chairs - Shinfield Parish Hall	Feb-16	1,173.75	234.75	1,408.50
470	Rialtas Business Solutions	Bookings and allotment software annual license	Feb 2016 - Jan 2017	288.00	57.60	345.60
471	Thomas Associates	SPH toilet repair	Feb-16	151.67	0.00	151.67
472	P S Murduck	Hedge cutting across the parish	Feb-16	485.00	97.00	582.00
473	Waverley contract and supply Limited	Curtains - SPH	Jan-16	643.92	128.78	772.70
474	Joanne Haskins	Equipment for the youth club	Jan-16	216.33	15.98	232.31

475	Ayre Chamberlain Gaunt	Architect Fees - new community centre	Jan & Feb 2016	2040.00	408.00	2,448.00
476	GLS Educational Supplies	Cleaning products & consumables- SPH	Dec-15	62.96	12.59	75.55
477	PHS group	Invoicing and payment handling charge	2016/17	20.00	4.00	24.00
478	Kerry Taylor	Mileage	Jan-16	29.25	0.00	29.25
		TOTALS		18,801.24	1,507.76	20,309.00

Petty cash - January 2016	
Stamps	29.45
Dishwasher tablets	14.26
Coffee	11.97
Parking at Shute End (various dates)	8.80
SWP pipe elbow	3.19
Window Cleaning	24.00
Milk	0.89
TOTAL	92.56