

Minutes approved on:	13 June 2016
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## Minutes of a meeting of Shinfield Parish Council held on Monday 09 May 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 20.10 hrs.

Present: Cllrs I Clarke, P Emmet, J English, J Greenway, A Grimes, C Hughes, P Hughes (Ch), A Masood, I Montgomery, C Moore, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), Mr Gordon Hewett, Mr Nigel Boyer

Cllr Peer thanked Cllrs C and P Hughes for the Chairman's Dinner event held on 6<sup>th</sup> May 2016.

Cllr P Hughes welcomed Mr Gordon Hewett and Mr Nigel Boyer as prospective councillors

16/07 **Public Questions**  
There were none

16/08 **Apologies and declarations of members' interests**  
8.1 Apologies were received and accepted from B/Cllrs Batth, Haitham-Taylor, Munro, Patman and Pollock.  
8.2 There were no changes to the declaration of members' interests

16/09 **Minutes**  
9.1 It was proposed and RESOLVED that the minutes of the council meeting held on 18 April 2016 were a correct record of the meeting and these were signed by Cllr P Hughes.

Cllr C Hughes noted her abstention from voting on the accuracy of the minutes, having given apologies for the previous meeting.

Members requested that the minutes be marked as draft, and an additional header item be added to include the date of approval.

- 9.2 Matters arising:
- 9.2.1 Compassionate leave  
Cllr Pike raised a query regarding compassionate leave. The Clerk referred Cllr Pike to the adopted Staff Handbook, which details entitlement to compassionate leave.
  - 9.2.2 Spencers Wood Carnival  
Cllr P Hughes noted that funding for the 2016 carnival had been approved by council in January. Cllr C Hughes confirmed that a meeting will be arranged with the organisers to discuss future funding for the event and a report on this will be brought back to the council.
  - 9.2.3 Accounting package  
Cllr P Hughes reported that the accounts system has been upgraded.

- 9.2.4 School places  
 Cllr P Hughes reported that the Planning and Highways Committee has reviewed plans for two temporary classrooms on the former Ryeish Green School site. Members noted the concern expressed by local families over the school places issue. Cllr P Hughes reported that B/Cllr Haitham-Taylor had responded in detail to the Clerk on the council's offer of use of the legion site, and this response will be circulated to members.  
 Cllr P Hughes reported that he had contacted the development consortium who had confirmed that the new schools are currently scheduled to be ready for the September 2018 intake.
- 9.2.5 Spencers Wood Post Office  
 Cllr P Hughes reported that he had met with members to progress the issue, and will draft a letter to Wokingham Borough Council on the matter.
- 9.2.6 Spencers Wood Litter Pick  
 Cllr P Hughes reported that the parish council has assisted a group of local residents in Spencers Wood to organise a litter pick on Saturday 21<sup>st</sup> May. Members proposed and RESOLVED to fund the cost of bacon rolls, to be provided by Caf' Active, from the C&P event budget, for those volunteering at the event.
- 9.2.7 Sports Hub drop-in meeting at Three Mile Cross  
 Cllr P Hughes reported on Wokingham Borough Council's meeting held on Wednesday 20<sup>th</sup> April at the South Reading Church Centre. Cllr I Clarke noted that the meeting was poorly advertised and that this and other WBC forum meetings need to be more widely promoted.

16/10

## Reports

### 10.1 Chairman's Report

- 10.1.1 Cllr P Hughes reported on the Annual Parish Meeting. He reported that the event was successful, with more than 70 people attending. Members noted that there was a need to make better use of the roving microphone for asking questions.
- 10.1.2 He reported on a meeting with Keith McConaghy from Oakbank School, to discuss the Ryeish Green sports hub. Members discussed the matter and asked the Clerk to request a meeting between parish council representatives (Cllr Clarke, Cllr P Hughes, the Clerk, and Mr Richard Hatton) and Wokingham Borough Council (WBC) Chief Executive, Andy Couldrick, to better understand where the sports hub project is heading.
- 10.1.3 Cllr P Hughes reported that the draft Neighbourhood Development Plan is currently undergoing a consultation, run by WBC. He reported that details of three potential plan examiners have been forwarded to the parish council, and that the Neighbourhood Plan Steering Committee has delegated input on the joint decision between the borough and parish to select an examiner, to Cllr P Hughes and the Deputy Clerk. He reported that he and the Deputy Clerk will attend a meeting at Shute End on Wednesday 18<sup>th</sup> May to appoint an examiner.
- 10.1.4 He reported on a presentation scheduled for 6:30pm on Thursday 12 May, from Barton Wilmore, on the Shinfield West application, to which all councillors are invited to attend. This presentation will be followed by a councillor surgery.

### 10.2 Committee Reports:

#### 10.2.1 Communications and Policies Committee

Cllr C Hughes reported on the meeting of the Communications and Policies Committee held on Thursday 21 April 2016.

Cllr C Hughes reported on the following items:

- All members who confirmed details for their business cards should find them in the pigeon holes.

- The committee has agreed to the purchase of a new gazebo for use by the council at community events.
- The networking event held in March was very successful and that a further event will be planned for later in the year.
- Update work on the website is currently being worked on.
- A social media policy is currently being drafted by the Clerk
- The newsletter reverted to door-to-door distribution following feedback on the winter 2015 newsletter. Dates for the summer, autumn and winter 2016 newsletters have been agreed, though the summer newsletter may be moved forward.
- Cllr C Hughes will be meeting with the parish volunteer group, to discuss future events.
- Following the first meeting of the committee, a working group will be established to progress the new residents' packs.

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

#### 10.2.2 Recreation and Amenities Committee

Cllr I Clarke reported on the meeting of the Recreation and Amenities Committee held on 25 April, minutes of which were tabled for members.

Cllr I Clarke reported the following items:

- A quote has been received today from ISS for litter picking and bin emptying at Spencers Wood Recreation Ground and the emptying of the council's dog waste bins. Cllr I Clarke proposed and members **RESOLVED** that the quote for works for six months, to September 2016, be approved and that the committee review the quote for bin emptying from October onwards, at the next committee meeting.
- A request from Shinfield Rangers Youth Football Club to use the recreation ground at Spencers Wood on a Sunday morning was reviewed at the last committee meeting. An offer has been put forward to the club to use the site at a proposed cost, and a response has been received back that the sum is unaffordable. Following discussion, the committee was asked to review the situation and determine an outcome via email.
- The Clerk reported on a request for use of the recreation ground for an outdoor fitness session.

Members proposed to adopt the minutes at the June council meeting, to allow members adequate time to review them.

#### 10.2.3 Finance and Staffing Committee

Cllr I Montgomery reported on the meeting of the Finance and Staffing Committee held on 27 April 2016.

Cllr I Montgomery reported on the following items:

- The Committee have recommended the renewal of the IT support contact with MFG UK Ltd for a period of two years
- The Clerk and Deputy Clerk are investigating options for moving additional funds into interest bearing government bonds. Cllr Pike requested that this action be progressed quickly, to avoid a loss of interest.
- The internal auditor was with satisfied with the audit of the council and the accounts will now be reviewed by the external auditor, Mazaars.
- The committee reviewed the Standing Orders, Financial Regulations and Financial Risk Management documents and recommended changes for approval by the council.

- The committee recommended the dissolution of the Finance and Staffing Committee and Staffing sub-committee, and the establishment of a Finance and General Purpose Committee and a Staffing Committee which would report directly to council.

It was proposed and **RESOLVED** by members that the draft minutes of the 27 April 2016 meeting be adopted.

#### 10.2.4 Planning and Highways Committee

Cllr D Peer reported on the meeting of the Planning and Highways Committee held on 05 May 2016.

Cllr D Peer reported on the following items:

- Additional comments sent to Bewley Homes regarding a proposed further access point on Hyde End Road. Cllr Grimes noted that the plans shown to the committee differ from the master plan for the SDL site.
- Proposed changes to widen and add traffic lights at the junction of Basingstoke Road and Hyde End Road are scheduled to commence following completion of British Telecom works on Basingstoke Road, currently expected to run until the end of July.

It was proposed and **RESOLVED** by members that the draft minutes of the 05 May 2016 meeting be adopted.

### 10.3 Outside Body Reports:

#### 10.3.1 Neighbourhood Action Group (NAG) meeting

Cllr Pike reported on the meeting of the Shinfield and Swallowfield NAG, held on 04 May 2016.

He reported on the following items:

- An increase in levels of antisocial behavior locally
- An increase in reports of rogue trader activity
- A request for a highways mirror to be installed opposite the end of Millworth Lane.
- A police open day is being planned.

Cllr Pike urged members to report issues such as antisocial behavior and fly tipping directly to 101

### 10.4 Clerk's Report:

- 10.4.1 The Clerk reported that she and the Deputy Clerk will be receiving Omega training on the morning of Monday 16 May.
- 10.4.2 She reported that the Annual Governance Statement and Annual Return will be brought to June council for completion.
- 10.4.3 The Clerk reported on work underway on risk management.
- 10.4.4 She reported on planned work to review the pledges made by the council and its priorities for this municipal year.
- 10.4.5 Members discussed the dates of the next committee meetings and asked the Clerk to schedule meetings in the next couple of weeks for the committees, to enable committee Chairs to be appointed and any urgent business actioned.
- 10.4.6 The Clerk reported on a request to establish a flood warden for the parish. Following discussion, members asked to receive a presentation at the June council meeting.

16/11 **Standing Orders, Financial Regulations and Financial Risk Management**

Following discussion, members requested additional information on the updates made to the Standing Orders document. The Clerk was asked to detail any substantive changes made, and bring the document back to the June council meeting for approval.

Cllr Pike requested that an additional requirement to maintain a register of all orders in excess of £500 be added to the Financial Regulations document. Following discussion, the Clerk agreed to meet with Cllr Pike to clarify the details, and to bring the document back to the June council meeting for approval.

The updates in the Financial Risk Management document were noted.

Members proposed and **RESOLVED** to approve the updated Financial Risk Management document for 2016/17.

*Cllr Clarke left the meeting at 21:40 hrs.*

16/12 **Invoices**

It was proposed and **RESOLVED** that invoices 16-51 for May, including salaries for April, expenditure totaling £16,326.39, be approved and paid. Please see appendix 1.

16/13 **Correspondence**

- 13.1 The Clerk read out an email received from B/Cllr Patman regarding the April council meeting and the discussion on school places.
- 13.2 Shinfield West Consortium Residents' newsletter May 2016. The Clerk will circulate this correspondence item to all members.
- 13.3 Information from Wokingham Borough Council on unauthorised encampments
- 13.4 The AWE connect brochure
- 13.5 Correspondence regarding footpath 17
- 13.6 An invitation for the public to submit possible topics for the borough council's Overview and Scrutiny Committee
- 13.7 A draft Economic Development Strategy for 2016-2021, for which comments are invited by Friday 20<sup>th</sup> May.
- 13.8 Correspondence from Mr Allan Batman, Station Commander, Wokingham and Crowthorne Fire Station in relation to developing working relationships with parish councils and carrying out community safety activities.

16/14 **Date of next meeting**

The date of the next meeting was confirmed as Monday 13 June 2016

*The meeting ended at 22:10 hrs*

**Action items:**

9.1	Mark minutes as draft and add a header item for noting date of authorization	Deputy Clerk
9.2.4	Circulate response from B/Cllr Haitham-Taylor to all members	Clerk
10.1.2	Request a meeting with Andy Couldrick to discuss the sports hub at Ryeish Green	Clerk
10.2.2	Add the Recreation and Amenities Minutes 25 April 2016 meeting to the June council meeting for adoption	Clerk
10.4.5	Schedule meetings of committees ahead of June council to identify Chairs and action any urgent business	Clerk

10.4.6	Request a presentation regarding the flood wardens at the June meeting	Clerk
11	Summarise substantive changes to the Standing Orders for 2016/17 and circulate to members for approval at the June council meeting	Clerk
11	Meet with Cllr Pike to discuss the request for an addition to the Financial Regulations	Clerk
13.2	Circulate Shinfield West Consortium Newsletter to all members	Clerk / Deputy Clerk

## Appendix 1:

### Invoice items for the May council meeting

		Shinfield Parish Council	Invoices for Approval of Payment - May 2016				
Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
16	4350 / 4442 / 4441	Wokingham Borough Council	Rates	Apr-16	454.30	0.00	454.30
17-29		Various	Salaries	Apr-16	8932.01	0.00	8,932.01
30	4353	A W Air Con Limited	Annual A/C Maintenance	Apr-16	160.00	32.00	192.00
31	4060	Staples UK Limited	Stationery	Apr-16	34.92	6.98	41.90
32	4351	Alpine Controlled cleaning	Emergency cleaning cover for SPH 28/29 April and floor sealant	28 / 29 April 16	160.00	32.00	192.00
33	4170	C&S Banners	Pancake Day banner	Feb-16	74.50	14.90	89.40
34	4040	Involve Community Services	Risk Assessment Training Day - K Hughes	May-16	20.00	0.00	20.00
35	4045	Imagin Products Ltd	Member and staff magnetic badges	Apr-16	33.90	6.78	40.68
36	4046	Lloyds bank	Service charge	10.3.16 to 09.4.16	28.25	0.00	28.25
37	4085	Carrera UK Ltd	Website maintenance	28.3.16 to 25.4.16	80.00	16.00	96.00
38		XN Media Ltd	Wokingham Paper APM advert	Apr-16	160.00	32.00	192.00
39	4353/4 445	Elite Security Group	Alarm call out SPH 20/4 and SWP 19/4	Apr-16	50.00	10.00	60.00
40	4520	SSE Contacting Ltd	Replacement lantern for P8 Hyde End Road	Apr-16	673.15	134.63	807.78
41	4047	MFG UK Ltd	Monthly IT support	May-16	300.21	60.04	360.25
42	4800	Wokingham Borough Council	Rate for RBL building 14.9.2015 to 31.03.2016	Previous financial year	2360.66	0.00	2,360.66
43	4800	Wokingham Borough Council	Rates for RBL building April 2016	May-16	432.00	0.00	432.00
44		Katy	Expenses - see attached sheet	April / May 2016	335.86	24.68	360.54
45		cash	Petty cash - see below	Apr-16	149.23	2.61	151.84
46	4008	Kerry Taylor	Mileage	Apr-16	31.95	0.00	31.95
47	4527/4 354/44 41	Katy Hughes	Table linen, lockable notice board and land registry searches	May-16	135.24	13.39	148.63
48	4410 / 4400	Nigel Jeffries Landscapes	Grounds maintenance	Apr-16	1,002.00	200.40	1,202.40

49	4445	Elite Security Group	Alarm call out - SWP	May-16	25.00	5.00	30.00
50	4445	A.P.Faulkners (Heating) ltd	Boiler reset - SWP	Apr-16	49.00	9.80	58.80
51	4354	Sue Roberts	Table linen cleaning	May-16	43.00	0.00	43.00
			<b>TOTALS</b>		<b>15,725.18</b>	<b>601.21</b>	<b>16,326.39</b>

Code	Petty cash - April 2016	
4170	Catering - Annual Parish Meeting	34.82
4045	Community volunteer award	50.00
4353/4445	Window Cleaning	24.00
4050	Milk	1.45
4055	Postage	25.90
4600	Allotment tap repair	15.67
	<b>TOTAL</b>	<b>151.84</b>