

Minutes approved on:	
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DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 10 October 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs N Boyer, I Clarke, A Grimes, G Hewett, C Hughes, P Hughes (Ch), I Montgomery, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), B/Cllr B Patman, Mrs Julie Forest (Resident), Mrs Hilary Murdock (Resident), Mrs Gilly Gray (Resident), Mr Phil Gribble (Resident).

16/50 **Public Questions**

Mrs Gilly Grey asked the Parish Council what action was being taken to deal with speeding issues on the Basingstoke Road.

Cllr P Hughes reported on the council's plan to invest in some mobile Speed Indicator Devices, which can be used to identify and capture information on speeding issues across the parish. Members noted that the Deputy Clerk has liaised with members of Finchampstead Parish Council, who also own and use this equipment, to attend one of their regular SID sessions in order to learn what is required. Members noted that local volunteers would be required to assist with using this equipment in the parish.

The Deputy Clerk reported that a proposal for a speed limit reduction to 30 MPH for Basingstoke Road is associated with the South of Croft Road development site, but that as yet, there is no indication of the timeframe for when this will be delivered.

16/51 **Apologies and declarations of members' interests**

51.1 Apologies were received and accepted from Cllrs Emmet, English and Masood and B/Cllrs Pollock and Haitham-Taylor.

51.2 There were no declarations of members' interest.

16/52 **Minutes**

52.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 12 September 2016 were a correct record of the meeting and these were signed by Cllr P Hughes.

52.2 Matters arising:

52.2.1 Inspector Lloyd visit

Cllr P Hughes reported on a follow up to the visit from Inspector Lloyd, and a request for a contribution of £200 towards the purchase of a Speed Indicator Device to be used across the Neighbourhood Policing Team area. Cllr Pike proposed the request, Cllr Montgomery seconded and members **APPROVED** the request.

Cllr P Hughes reported that a further meeting with Inspector Lloyd has been requested and Cllr Pike agreed to raise the issue of SIDs at the next NAG meeting.

- 52.2.2 Autumn newsletter
Cllr P Hughes reported that the autumn newsletter has been reprinted and asked that members advise the Clerk when they receive a copy.
- 52.2.3 Civic regalia
The Clerk reported that designs for Civic Regalia are being pursued and these will be taken to the November meeting of the Communications and Policies Committee.
- 52.2.4 Locality convention
Cllr P Hughes reported that both spaces on the Locality Convention are now available, and members should report to the Clerk if they wish to attend, otherwise they will be cancelled.
- 52.2.5 Community Development Board
Cllr P Hughes reported that the community vacancy on the development board is being advertised in the Loddon Reach magazine and also in the forthcoming newsletter.
- 52.2.6 Ryeish Green pitch works
Cllr Clarke reported that the drainage works at Ryeish Green have been completed and the grass pitches have been re-seeded. He reported that in the short term, the area will be maintained by the contractor. He reported that the re-seeded pitches will be fenced off to prevent people from walking across them, but that local footpaths and walking routes to Oakbank School will be maintained. He reported that the artificial pitch should be completed in around 5 weeks' time. Members noted that it is not yet known who will manage the bookings for the pitches.
- 52.2.7 Boundary reviews
The Clerk reported that boundary reviews within Wokingham Borough are ongoing at present, but that at this time, they do not directly impact upon Shinfield Parish.
- 52.2.8 Neighbourhood Plan
Cllr P Hughes reported that the Neighbourhood Plan was approved to go to referendum by Wokingham Borough Council's Executive Meeting on 29 September. The referendum will be held on Thursday 8 December. Following discussion, Cllr Peer proposed and Cllr Montgomery seconded and members **APPROVED** a proposal to spend up to £5,000 to promote the referendum.
- 52.2.9 Volunteer event
Cllr C Hughes reported that invitations for the volunteer event have been sent out. The event will be held on Friday 18 November at Shinfield Parish Hall. Any member wishing to attend should contact the Clerk.

16/53

Reports

53.1 Chairman's Report

- 53.1.1 Cllr P Hughes noted that his written report has been circulated to members with the agenda papers.
- 53.1.2 He reported on his attendance, with Cllr C Hughes, at the Shinfield Players Theatre Gala Evening on Friday 7 October.
- 53.1.3 Cllr P Hughes reported on his attendance at the inaugural meeting of the Pearmans Copse Residents' Association. He reported that 27 residents attended, that a committee was elected, and that issues such as parking and Homes of Multiple Occupation (HMO's) were discussed.
- 53.1.4 Cllr P Hughes reported that Heads of Terms for the council's purchase of the land to the rear of the parish hall from the University of Reading were received on 7 October, but that these were returned due to anomalies. He reported that actions to extend the lease on the existing parish hall with Shinfield United Charities was progressing and that Heads of Terms for this are currently being drawn up.
- 53.1.5 Cllr P Hughes reported on the resignations for Cllrs Greenway and Moore. He reported that the resignations have been advertised and that the council has received notification that the vacancies can now be filled by co-option.

- 53.1.6 Cllr P Hughes reported on the development exhibition planned for Saturday 15 October at Shinfield Parish Hall from 2 until 5pm. Any councillors able to attend should let the Clerk and Deputy Clerk know. A second exhibition will be held in the hall on Saturday 26 November.
- 53.1.7 Cllr P Hughes reported on a meeting with the Shinfield Meadows developers to discuss the village centre, scheduled for Monday 17 October.
- 53.1.8 Cllr P Hughes reported that Cllr Grimes will lay the wreath on behalf of the Parish Council at the Remembrance Day service on 13 November. He requested that as many councillors as possible attend the event.
- 53.1.9 Cllr P Hughes reported on a request from Shinfield Baptist Church to site a community Christmas tree on School Green. Following discussion, members **APPROVED** the requested, provided that the tree is suitably located, and adequately secured.
- 53.1.10 Cllr Pike enquired about the Spencers Wood Carnival event. Cllr C Hughes noted that the coverage for the parish council's sponsorship of the event was very good and that profits made at the 2016 event are distributed at the 2017 event.

53.2 **Borough Councillors' Report**

- 53.2.1 B/Cllr Patman reported on the cessation of the works on the A327 relief road. He reported that, following an inspection by WBC highway's officers, there had been concerns raised, which resulted in the section 50 licence being revoked. Following submissions from Hochtief, the licence has been reinstated, and WBC is awaiting an update from Hochtief on the projected completion date for the works. Cllr Peer raised concern over the merging of traffic onto the new bridge going southbound.
- 53.2.2 B/Cllr Patman reported that significant changes are to be anticipated as part of the 21st Century Council review currently ongoing at WBC.
- 53.2.3 Cllr Peer asked B/Cllr Patman about the parking charges at MereOak Park and Ride. It was noted that the bus service is run by Reading Borough Council and only the parking fee is retained by Wokingham Borough Council.
- 53.2.4 B/Cllr Patman reported on the Local Plan Update and the sites put forward as part of the two 'call for sites' requests. Members noted that three approaches have been received by the Parish Council for developments outside of the current SDL.
- 53.2.5 B/Cllr Patman reminded members of the budget engagement sessions being held by Wokingham Borough Council.
- 53.2.6 Cllr Pike asked about the HGV CCTV camera in Church Lane. Members noted that the current wording of the Traffic Regulation Order (TRO) makes it very difficult to enforce the restriction on vehicles over 7.5 tonnes.
- 53.2.7 Cllr Boyer asked whether a review of local speed limits was possible. B/Cllr Patman noted that he was investigating whether various sums of developer money could be consolidated to bring forward highways changes. Members noted that the Barkham Road into Wokingham is now 30 MPH.
- 53.2.8 B/Cllr Patman reported that the next South of M4 Community Forum will be held at the South Reading Church Centre in Three Mile Cross on Wednesday 9 November. The Clerk asked for a discussion between the Parish and Borough to review the issues raised.

B/Cllr Patman left the meeting at 20:35 hrs

53.3 **Committee reports:**

53.3.1 **Staffing Committee**

Cllr Grimes reported on the recent meeting of the committee held on 21 September 2016. He reported on a regrading at Spencers Wood Pavilion Youth Club and arrangements to manage maternity cover.

He reported on the staff appraisal process. Members noted that appraisal forms, including job descriptions and objectives for staff will be circulated and members will have two weeks to complete these. Cllr Grimes requested that all comments

be evidenced. Members noted that the comments will be collated and anonymised by Cllr Montgomery. Any comments not backed with evidence will be excluded.

Cllr Grimes reminded all members that they should keep their training up to date to ensure that they are working as 'good employers'.

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

53.3.2 **Recreation and Amenities Committee**

Cllr Clarke reported on the 26 September meeting of the committee.

He reported on the litter pick contract for Spencers Wood Recreation Ground which has been extended until half term.

He reported on Oakbank School's use of the recreation ground at Spencers Wood, and noted that the council is not charging for this use.

Cllr Clarke reported on the work proposed for the parish hall upgrade. Following discussion, Cllr Clarke sought approval from members for up to £7,500 to cover the cost of professional project management for the upgrade works. Cllr C Hughes proposed, Cllr Montgomery seconded, and members **RESOLVED** to approve the request.

It was proposed and **RESOLVED** by members that the minutes of the 26 September 2016 be adopted.

53.3.3 **Planning and Highways Committee**

Cllr Peer reported on the 29 September meeting of the committee.

Members asked about the Leopard 10 bus service. It was noted that the planned running of the service to the Croft Gardens development has been stopped until the road works required to facilitate the turning of the bus are complete. No date for this is known as yet.

Cllr Peer reported that the application to extend the opening hours at the Post Office in Spencers Wood has been refused. She reported that a meeting between local residents, the owner and Wokingham Borough Council planning and enforcement offices is scheduled for Friday 14 October.

Cllr Peer confirmed that she and the Clerk will attend the CIL workshop at Shute End on Monday 17 October.

It was proposed and **RESOLVED** by members that the minutes of the 29 September 2016 be adopted.

53.4 **Reports from Outside Bodies:**

53.4.1 **Berkshire Association of Local Councils (BALC)**

Cllr Peer reported on the recent BALC meeting, notes from which were circulated to members at the start of this meeting.

53.4.2 **Citizens Advice Annual General Meeting**

Cllr Pike reported on his attendance at the recent Citizens Advice AGM meeting.

53.4.3 **Volunteer Group meeting**

Cllr C Hughes reported on a recent volunteer group meeting. She reported that the Understanding Computers Club is running again, teaching around two pupils per week.

She reported on the work the volunteer group has undertaken on local footpaths.

Cllr C Hughes reported that the Volunteer Car Service has recently recruited Mrs Stevie Horton as their new General Manager.

53.5 Clerk's Report:

53.5.1 The Clerk thanked the Deputy Clerk for her work on the community litter picks held over the first weekend in October. Members also thanked those who volunteered during the sessions.

She reported that New Councillor training is scheduled to be run on 22 November 2016. Any members can attend, as the training is a useful refresher for both new and more experienced councillors.

The Clerk reported on the next meeting of the South of M4 Community Forum, scheduled for 9 November 2016 at the South Reading Church Centre in Three Mile Cross.

The Clerk reported on a development exhibition scheduled to run in the parish hall on Saturday 15 October and Saturday 26 November from 14:00 until 17:00.

The Clerk reported on the Grazeley Village Hall AGM scheduled for 19 October.

16/54

Development Board

Cllr P Hughes asked for a member to fill the parish councillor vacancy on the parish Development Board. Cllr Boyer was nominated and duly elected.

16/55

Invoices

55.1 Members reviewed the list of invoices for late September and October 2016.

55.2 Cllr C Hughes asked the council to consider a credit card for staff, to avoid the need for staff to purchase items for the council and reclaim the expenditure.

55.3 It was proposed and **RESOLVED** that invoices 228-293 for late September and October, including salaries for September, expenditure totaling £38,791.91 be approved and paid. Please see appendix 1.

16/56

Correspondence

56.1 The Clerk reminded members of the budget engagement sessions being held by Wokingham Borough Council:

- Monday 17 October at St Mary's Church Centre, Station Road, Twyford
- Thursday 20 October at Maiden Place Community Centre, off Kilnsea Drive, Lower Earley
- Monday 24 October at The Bradbury Centre, Rose Street, Wokingham
- Tuesday, 25 October at Finchampstead Baptist Church, Gorse Ride North, Finchampstead
- Monday 31 October at Waingels College, Waingels Road, Woodley

56.2 The Clerk reported receipt of an invitation to the Wokingham Mayor's Voluntary Sector reception, to be held on Wednesday 16 November. Following discussion, members requested the Clerk to invite a member of the Shinfield Parish Volunteer Group, to attend on behalf of Shinfield Parish Council.

56.3 The Clerk reported receipt of thank you letters from grant recipients which will be reviewed by the Finance and General Purpose Committee.

56.4 The Clerk reported on an invitation to attend the AGM for the Community Council for Berkshire (CCB) on Wednesday 26 October.

- 56.5 The Clerk reported on an invitation to attend the AGM for Berkshire Youth on Wednesday 26 October.
- 56.6 The Clerk reported on an invitation to attend the AGM for the Council for the Protection of Rural England (CPRE) on 20 October.

16/57 **Date of next meeting**

- 57.1 The date of the next council meeting was confirmed as Monday 14 November 2016, commencing 19.30 hrs.

The meeting ended at 21:35 hrs.

Action items:

Minute Ref	Details	Action by
52.2.2	Advise the Clerk when you receive your newsletter	All members
52.2.4	Advise the Clerk if you wish to attend the Locality Convention	All members
53.3.1	Complete staff appraisal forms and return to Cllr Montgomery	All members

Appendix 1: Invoice items for the September council meeting

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
228	4110/101	Came and Company	Council Annual Insurance	Sep-16	5,761.06	0.00	5,761.06
229	4300/101	Welcome Club	Grant payment	Sep-16	700.00	0.00	700.00
230	4300/101	Wokingham Job Support	Grant payment	Sep-16	300.00	0.00	300.00
231	4300/101	Wokingham Home start	Grant payment	Sep-16	300.00	0.00	300.00
232	4300/101	Wokingham CAB	Grant payment	Sep-16	1,451.00	0.00	1,451.00
233	4300/101	Berkshire Vision	Grant payment	Sep-16	190.00	0.00	190.00
234	4300/101	Spring Gardens Lunch Club	Grant payment	Sep-16	250.00	0.00	250.00
235	4300/101	Keep Mobile	Grant payment	Sep-16	2,610.00	0.00	2,610.00
236	4300/101	Earley Crescent Community Association	Grant payment	Sep-16	1,400.00	0.00	1,400.00
237	4300/101	1st Shinfield Brownies	Grant payment	Sep-16	150.00	0.00	150.00
238	4300/101	Shinfield Infant and Nursery School	Grant payment	Sep-16	200.00	0.00	200.00
239	4300/101	St Mary's Junior School	Grant payment	Sep-16	200.00	0.00	200.00
240	4300/101	Whiteknights Primary School	Grant payment	Sep-16	100.00	0.00	100
241	4300/101	Lambs Lane School	Grant payment	Sep-16	200.00	0.00	200.00
242	4300/101	Oakbank School	Grant payment	Sep-16	200.00	0.00	200.00
243	4300/101	Grazeley Parochial Primary School	Grant payment	Sep-16	200.00	0.00	200.00
244	4300/101	1st Shinfield Guides	Grant payment	Sep-16	150.00	0.00	150.00
246	4250	Wokingham Borough Council	Rates September 2016	Sep-16	942.00	0.00	940.00
247-260		Various	Salaries September 2016	Sep-16	9,232.54	0.00	9,232.54
261	4050/101	Imagin Products Limited	Member and staff badges	Oct-16	23.10	4.62	27.72
262	4103/101	Bethan Osborne	HR Advice	Sep-16	50.00	0.00	50.00

263	see below	Katy Hughes	Various purchases - see below	Sep-16	390.70	52.03	442.73
264	4008/101	Kerry Taylor	Mileage	Sep-16	32.85	0.00	32.85
265	4086/401	D2D distribution	Delivery of autumn newsletter	Oct-16	485.00	96.00	581.00
266	4401/203	SWVH Mgmt committee	Waste collection (50% of bin cost)	Sept to Dec	119.26	0.00	119.26
267	4083/401	Loddon Reach Magazine	Display advert - developer exhibition	Oct-16	51.60	0.00	51.60
268	4084/402	Instant Promotion (UK) Ltd	Gazebo plus weights	Sep-16	787.50	157.50	945.00
269	4252/201	British Gas	Gas supply SPH	22.6 to 20.9	149.16	7.45	156.61
270	4085/401	Carrera UK Limited	Website fees	29.8 to 26.9	80.00	16.00	96.00
271	4253/301	Eon	Electricity supply RBL	Sep-16	18.77	0.00	18.77
272	4047/101	MFG UK Limited	Backup and support + works	Oct-16	458.69	91.74	550.43
273	4521/501	SSE	Street lighting energy	Q2	1,032.94	206.58	1,239.52
274	4401/203	ISS Facility services Ltd	litter clearance and bin emptying	Sep-16	390.00	78.00	468.00
275	4060/101	Staples UK Limited	Stationery	Sep-16	73.19	14.64	87.83
276	4521/501	SSE	Street lighting maintenance + repairs	Q2	1,366.19	273.24	1,639.43
277	4060/101	Ricoh UK Limited	Print charge	1.6 to 31.8	363.73	72.75	436.48
278	4087/402	Precision Machine Engraving	Plaque for Grazeley Village Hall	Sep-16	134.00	26.80	160.80
279	4254/201	Biffa Waste Services Ltd	Waste collection SPH 24.9 to 23.12		221.26	44.26	265.52
280	4254/201	D.E.S	Door light timer repair SPH	Sep-16	43.45	0.00	43.45
281	see below	Chris Blow	Various works - July to September		494.50	0.00	494.50
282	4254/203	DSC Security	Alarm maintenance	10.10 to 9.10	107.50	21.50	129.00
283	see below	Cash	see below	Sep-16	66.39	0.00	66.39
284	4075/203	British Telecom	Telephone SWP	Sep-16	29.40	5.88	35.28
285	4087/402	Spencers Wood Carnival	Contribution to running costs	Sep-16	1900.00	0.00	1,900.00
286	4401/203	ISS Facility Services Ltd	Litter picking SW Rec	Sep-16	200.00	40.00	240.00
287	4254/201	Thames Valley Region Ltd	Drain Clearance at SPH	Sep-16	80.00	16.00	96.00
288	4400	Nigel Jeffries Landscapes	Grass cutting	Sep-16	474.00	94.80	568.80
289	4254/201 and 4254/203	N Smith	Gardening services	Sep-16	240.00	0.00	240.00
290	4203/208	Zoolab Limited	Youth club workshop	Sep-16	150.00	30.00	180.00
291	4202/208	Berkshire Youth	Management services	Sep-16	2500.00	0.00	2500.00
292	4400/207	Maxwell Amenity Ltd	Defender tree guards for orchard	Oct-16	61.95	12.39	74.34
293	4086/401	Urban Planet Comms	Autumn newsletter printing	Oct-16	320.00	0.00	320.00
					£37,431.73	£1,362.18	£38,791.91

Code	Petty cash - September 2016	£
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4055/101	Stamps	4.62
4008/101	Parking	5.60
4087/402	carnival sweets	8.00
4045/101	Office items	4.79
4045/101	milk and refreshments	9.38
4045/101	Keys	10.00
4254/201	Window cleaning SPH	15.00
4254/203	window cleaning SWP	9.00
	TOTAL	66.39

code	KH Expenses September	£
4254/206	Allotment membrane	£212.25
4055/101	Stamps	£110.00
4050/101	External hard drive for CCTV PC	£99.99
4087/402	Litter pick catering	£20.49
	TOTAL	£442.73
code	Invoice 281 items	£
4401/203	Litter bin emptying - July, August, Sept	£280.00
4400/207	Deardon field waste clearance	£15.00
4254/206	Allotment works	£139.50
4400/205	Cutting back brambles	£30.00
4254/203	SWP building repair	£30.00
	TOTAL	£494.50