

Minutes approved on:	
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Clerk: Mrs S E Roberts  
Shinfield Parish Hall  
School Green  
Shinfield  
Reading  
RG2 9EH  
Tel: (0118) 988 8220  
E-mail: [clerk@shinfieldparish.gov.uk](mailto:clerk@shinfieldparish.gov.uk)  
[www.shinfieldparish.gov.uk](http://www.shinfieldparish.gov.uk)

## **DRAFT**

# **Minutes of a meeting of Shinfield Parish Council held on Monday 12 September 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.00 hrs.**

Present: Cllrs N Boyer, I Clarke, P Emmet, J English, J Greenway, G Hewett, C Hughes, P Hughes (Ch), I Masood, I Montgomery, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), B/Cllr C Haitham-Taylor, B/Cllr B Patman, Inspector Alastair Lloyd, Thames Valley Police.

### 16/39 **Presentation from Inspector Alastair Lloyd**

Inspector Alastair Lloyd introduced himself as the new Inspector for the Wokingham North & West Neighbourhood.

He reported on the recent move to form a merged Thames Valley Policing Area for Wokingham and Bracknell. He reported that this created a bigger area, for which there is now a Chief Superintendent, so the area is better represented as senior level.

He reported that the area is still working out of two main stations, Loddon Valley and Bracknell.

Inspector Lloyd noted that the merger has not resulted in any changes for the Neighbourhood Policing Team. There are still the same number of officers, though they are working to fill PCSO vacancies where the officers have left to join the main police force.

He reported that the Neighbourhood Policing Team is focusing on four key areas, and asked for the Parish Council's help in pushing this agenda forward:

**Problem solving:** using technology to identify issues, such as speeding or bad driving behavior, using technology such as Speed Indicator Devices to identify and evidence the issue, and then taking appropriate action.

**Community engagement:** better understanding community issues, assets and resources and utilising local resources such as schools to promote safer driving within the community.

**Visibility:** reassuring communities through a visible police presence, and greater use of social media and Thames Alert.

**Community resilience:** mobilising the community to help deal with the issues it is facing, through the use of tools such as Neighbourhood Watch, No Cold Calling Zones etc.

He reported that the Neighbourhood Policing Team is no longer running 'Have Your Say' meetings, unless there are specific community issues to tackle.

He reported that the team wants to link in with community events and asked the Parish Council to promote the Thames Valley Alert system to local residents.

*Cllr Greenway joined the meeting at 19:20 hrs*

Inspector Lloyd asked the Parish Council to consider contributing a sum of £200 towards a new Speed Indicator Device for the area. Members discussed local speed issues within the parish and

Inspector Lloyd noted that sometimes the issue is that the road speed limit itself is inappropriate, and should be reduced.

Cllr P Hughes highlighted a number of issues that are causing problems within the parish and asked for a further meeting to discuss these in some detail. The Clerk was asked to arrange this.

Cllr Clarke asked whether the police are required to wear high visibility gear when undertaking speed checks. Inspector Lloyd noted that this was the case, for the officer's safety.

Cllr Clarke asked about cars parking on pavements.

*Cllr Grimes joined the meeting at 19:30 hrs*

Cllr Pike asked Inspector Lloyd whether he felt there was a good working relationship between the local police and Wokingham Borough Council. Inspector Lloyd reported that he felt there was a good working relationship.

*Cllr Montgomery joined the meeting at 19:35 hrs*

*Inspector Lloyd left the meeting at 19:35 hrs*

16/40 **Public Questions**  
There were none

16/41 **Apologies and declarations of members' interests**  
41.1 Apologies were received and accepted from B/Cllrs Batth and Pollock.  
41.2 Cllr Clarke declared an interest in one matter relating to grant payments.

16/42 **Minutes**  
42.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 11 July 2016 were a correct record of the meeting and these were signed by Cllr P Hughes.  
42.2 Matters arising:  
42.2.1 West of Shinfield Development letter  
The Clerk confirmed that a letter regarding the West of Shinfield development from Mark Cupit had been circulated to members.  
42.2.2 Taylor Wimpey public exhibition  
The Clerk noted that the details of this event had been circulated  
42.2.3 Parish Newsletter distribution  
The Deputy Clerk reported that some additional deliveries had been made. She reported that an alternative distribution company had been identified and would be considered for the autumn newsletter. The Clerk reported that members will be notified when the newsletter is sent out for distribution, and asked members to email when they receive a copy.  
42.2.4 Civic regalia  
The Clerk reported that Swallowfield Parish Council Chairman's regalia had cost in the region of £800. Following discussion, the Clerk was asked to obtain some designs and quotes and take these to the November Communication and Policy Committee meeting for further consideration.  
42.2.5 Shinfield Players Theatre Plaque  
Cllr P Hughes reported on the event and circulated a photograph of the plaque  
42.2.6 Grant funding opportunities  
Cllr Montgomery reported on two grant opportunities that he is investigating, one for areas of deprivation and one for football related projects. The Clerk noted that there are also grant funding opportunities for arts projects.  
42.2.7 Email accounts  
The Clerk reported that all highlighted email issues had been resolved

- 42.2.8 Training sessions  
The Clerk noted that no members had requested places on the WBC training sessions.
- 42.2.9 Locality  
The Clerk noted that two places were booked for the November Locality convention.
- 42.2.10 MUGA equipment  
Cllr Clarke reported on the MUGA going in the play area to be built by the developers near Croft Road.

16/43

## Reports

### 43.1 Chairman's Report

- 43.1.1 Cllr P Hughes highlighted the key events in his written report (previously circulated). In addition, he reported that the air conditioning system in the office and meeting room is broken and requires a replacement part. He reported that the cost of repair is quoted as £905, but the parts will take between 1 and 3 months to source. He reported that replacing the system will cost around £4,500. Members agreed to defer further discussion on the subject to the Recreation and Amenities Committee, who will review this in conjunction with considering proposals for the heating and air conditioning for the main hall.
- 43.1.2 Cllr P Hughes reported that the council has received an invitation to the Spring Garden's Lunch Club, which Cllr Peer will attend.
- 43.1.3 Cllr P Hughes reported on his attendance with Cllr Peer and the Clerk at a meeting at WBC to report on the outcome of the two calls for development sites across the borough. He reported that the details will be formally published on 21<sup>st</sup> September. The sites will all be assessed and there will be public consultation on the sites before the expected publication of the new local plan in 2019.
- 43.1.4 Cllr P Hughes reported on a recent meeting regarding the new community centre. He thanked Cllr Grimes for the work to produce an architect and surveyor brief for the project. Cllr Pike asked about the timeframe. Cllr P Hughes reported that Mr Dave Purton had resigned from the development board. Members discussed the co-option to the Development Board of Mr John Peer, a qualified QS, as an independent community representative. Members agreed in principle, subject to the approval of the Development Board and the community centre committee.
- 43.1.5 Cllr Montgomery asked whether there was any update on land to be leased by the Parish Council. Cllr P Hughes reported that he had begun discussions with the University of Reading on the matter.
- 43.1.6 The Clerk reported on actions for the Parish Council to be taken from the meeting with Andy Couldrick, WBC Chief Executive and B/Cllr Keith Baker, Leader of the Council. One action is to set up a transitional working group to consider how the Parish Council will adapt to the changes that WBC are initiating. The Clerk agreed to circulate notes and action points from the meeting.
- 43.1.7 Cllr P Hughes requested approval from members to spend £120 on a plaque to commemorate the 60<sup>th</sup> birthday of Grazeley Village Hall.
- 43.1.8 Cllr P Hughes reported that a repair of the parish hall boiler has been requested.

### 43.2 Borough Councillors' Report

- 43.2.1 B/Cllr Haitham-Taylor reported on the Borough Council's budget engagement sessions and urged members to attend.
- 43.2.2 B/Cllr Haitham-Taylor urged the Parish Council to forward details of complaints regarding WBC officers, as this will help with retraining.
- 43.2.3 B/Cllr Haitham-Taylor reported that over the course of the summer, the education funding authority decided not to fund the opening of the new school in September 2016. She reported that parents affected had been contacted, and by the start of term all children had alternative school places.

- 42.2.4 B/Cllr Haitham-Taylor reported that Cllr Pollock is planning to attend and speak at WBC's planning meeting on 14 September when the Eastern Relief Road Noise Attenuation Barrier is being discussed. B/Cllr Patman noted that the issue was a technical one.
- 42.2.5 She reported that the first cohort of pupils have started at the new Bohunt School in Arborfield.
- 42.2.6 She reported on three successful Ofsted reports, for Oakbank School, Adult Learning across the borough and Youth Offending Services.
- 42.2.7 B/Cllr Haitham-Taylor reported on the progress of the Local Plan and the need for the Parish Council to have this on the council's forward agenda.
- 42.2.8 B/Cllr Patman reported on queries regarding the redevelopment of the Pulleyns Site in Church Lane. He spoke about the HG CCTV camera on Church Lane, and noted that the camera had been overlooked when the joint services were merged with West Berkshire.

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

43.3 **Committee reports:**

43.3.1 **Planning and Highway Committee**

Cllr Peer reported on the meeting of the committee held on 25 July 2016. She reported that the borough council is still considering whether to go to judicial review on one planning application.

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

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Cllr Peer reported on the meeting of the committee held on 15 August 2016.

It was proposed and **RESOLVED** by members that the draft minutes of the 15 August 2016 meeting be adopted.

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Cllr Peer reported on the meeting of the committee held on 5 September 2016.

She reported on a meeting to discuss issues with the Spencers Wood Post Office redevelopment, which is scheduled for 14 October.

Cllr Peer reported on a proposal from the Shinfield Volunteer Group to upgrade footpath 11. Following discussion, members **APPROVED** spend of up to £1,000 during this financial year to provide a temporary surface to make the path usable during the winter.

Cllr Peer highlighted a proposal from the committee to invest in speed detection equipment for use around the parish. Following discussion, members **APPROVED** the committee to spend up to £7,000 during this financial year.

43.3.2 **Finance and General Purpose Committee**

Cllr Grimes reported on the 28 July meeting of the committee.

He asked committee chairs to consider budget items for the 2017/18 financial year.

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

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Cllr Pike reported on the 7 September meeting of the committee

He reported that one grant application is awaiting further information prior to decision. Following discussion, members requested that the committee reconsider one further grant application. These will be reviewed at the October committee meeting and a recommendation brought to the November council meeting.

He sought approval of the list of grants recommended by the committee, and these were **APPROVED** for payment.

It was proposed and **RESOLVED** by members that the minutes of the 7 September 2016 meeting be adopted.

#### 43.3.3 **Communications and Policies Committee**

Cllr C Hughes reported on the 21 July meeting of the committee.

She reported on the councillor surgeries and plans to promote these. B/Cllr Haitham-Taylor asked whether the council would like a borough councillor to attend the sessions. Cllr C Hughes reported on a recommendation from the committee to purchase a banner and signage to promote the surgeries, at a cost of around £200. Members asked whether the signage should also include Wokingham Borough Council and Thames Valley Police, if they are proposing to also attend the events.

Cllr C Hughes reported that the council has a double sized pitch for the Spencers Wood Carnival on Saturday 17 September 2016.

She reported that Richard Hatton is progressing plans for an arts trail within the parish.

She reported on the volunteer event, which a sub-group is currently working on. The committee has proposed a catering budget of £10 per head and expects to invite between 50 and 70 people.

*Cllr Masood left the meeting at 21:00 hrs*

*B/Cllr Haitham-Taylor left the meeting at 21:00 hrs*

#### 43.4 **Reports from Outside Bodies:**

##### 43.4.1 **Shinfield Association**

Cllr Clarke reported on a recent meeting of the Shinfield Association.

He reported on progress with the sports pitches at Ryeish Green, noting that the drainage work is currently being carried out and that work on the artificial pitch is well underway, and is expected to be handed over for use on 16 November. He spoke about initial discussions for how the artificial pitch, and grass pitches, will be managed.

Cllr Clarke reported on a proposal for Oakbank School to use Spencers Wood Recreation Ground whilst the artificial pitch is being developed. Following discussion, members **APPROVED** the temporary use by Oakbank School, at nil cost.

##### 43.4.2 **Shinfield and Swallowfield Neighbourhood Action Group (NAG)**

Cllr Pike reported on the NAG meeting held on Thursday 8 September at the parish hall.

He spoke about concerns regarding speeding on the Basingstoke Road; reported car thefts and thefts from vehicles; noise and disturbance from the recreation grounds; and complaints about parking at School Green.

- 43.4.3 Rural Crimes Action Group  
Cllr Emmet reported on a recent meeting of the Rural Crime Action Group, where funding for farming related crime issues was discussed.

43.5 **Clerk's Report:**

- 43.5.1 The Clerk reported the completion of the external audit, which was signed off by Mazars and will be published on the website and on the parish noticeboards.

She reported that the next meeting of the South of M4 Community Forum is scheduled for Wednesday 9<sup>th</sup> November at the South Reading Church Centre in Three Mile Cross.

The Clerk reported on a request for agenda items for the next Borough Parish Liaison Forum. She noted that other parishes had flagged up planning matters.

She reported that boundary reviews were currently ongoing, a process which is managed by Wokingham Borough Council.

The Clerk reported the need for the Parish Council to review the Borough Council's Community Asset Transfer Process, to consider any opportunities for the Parish Council.

She reported that Civil Parking Enforcement is on the agenda for the 29 September WBC Executive meeting, for adoption.

She reported on her attendance at a recent Clerk's Forum meeting, where shared services were discussed. She noted a general consensus that the Shared Legal Services were working well, but that there some parish councils had reported issues regarding shared energy supply contracts.

The Clerk reported circulation of the latest Berkshire Association of Local Councils (BALC) newsletter.

The Clerk reported that a parish wide litter pick is being organised for the weekend of 1<sup>st</sup> and 2<sup>nd</sup> October. Members **APPROVED** a budget of £100 for refreshments for the two events. Cllrs Emmet and Pike offered to help run the event at the parish hall on Sunday 2<sup>nd</sup> October.

The Clerk reported on the development exhibition planned for Saturday 15 October at Shinfield Parish Hall, from 14:00 – 17:00 hrs.

16/44

**Neighbourhood Development Plan**

The Deputy Clerk reported that the Neighbourhood Plan is on the WBC executive agenda for the 29 September 2016 meeting, for approval to go to referendum on Thursday 8 December 2016. She reported on a meeting with the electoral services team at Wokingham Borough Council to discuss arrangements for the referendum.

16/45

**Sports and leisure facilities**

Cllr P Hughes noted that this item had already been covered earlier by Cllr Clarke (see item 43.4.1)

16/46

**Annual Council Insurance renewal**

The Clerk reported on three quotes for renewal of the council's annual insurance. It was noted that the cost increase was predominantly due to an increase in the Fidelity Guarantee and an increase in the rate of insurance premium tax. Following discussion, members **APPROVED** a quote from Came and Company for £5,761.06

16/47

**Invoices**

- 47.1 Members reviewed the list of invoices for late July, August and September 2016.
- 47.2 Cllr Pike enquired about the telephone cost. It was noted that this was calls and broadband, required in four locations for the transfer of live CCTV data.
- 47.3 Cllr Grimes enquired about the electricity cost for the RBL site. It was noted that this was predominantly the standing charges, plus some usage costs for visual checks on the site carried out by the council's maintenance man on a weekly basis.
- 47.4 It was proposed and **RESOLVED** that invoices 145-227 for late July, August and September, including salaries for July and August, expenditure totaling £41,115.53 be approved and paid. Please see appendix 1.

16/48

**Correspondence**

- 48.1 The Clerk reported that the major developments newsletter from WBC has been circulated to members.
- 48.2 The Clerk reported on WBC budget engagement sessions being held across the borough: The sessions are planned between 7pm and 9pm on:
  - 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
- 48.3 The Clerk reported that the Volunteer Car Service has appointed a new general manager.
- 48.4 The Clerk reported notification of drainage works being carried out in Church Lane commencing Monday 19<sup>th</sup> September for approximately 2 weeks.

16/49

**Date of next meeting**

- 49.1 The date of the next council meeting was confirmed as Monday 10 October 2016, commencing 19.30 hrs.

*The meeting ended at 21:40 hrs.*

**Action items:**

Minute Ref	Details	Action by
39	Arrange a further meeting with Inspector Lloyd to discuss issues in more detail	Clerk
42.2.3	Advise the Clerk when you receive a copy of the autumn newsletter through the door	All members
42.2.4	Obtain quotes for civic regalia designs	Clerk
43.1.1	Add discussion on air conditioning system for the office and meeting room to the R&A committee agenda	Clerk

**Appendix 1: Invoice items for the September council meeting**

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
145-157		Various	Salaries	Jul-16	9,109.04	-	9,109.04
158	4046/101	Lloyds bank	Service charge	10.6 to 09.7	25.00	-	25.00
159	4254/205	R D Malden	Bus shelter cleaning	Jul-16	75.00	15.00	90.00
160	4085/401	Carrera UK Ltd	Website fees	27.6 to 29.8	180.00	36.00	216.00
161	4203/208	Readipop	Youth club drumming workshop	Jul-16	150.00	-	150.00
162	4254/201	Elite security group	Alarm activation SPH	19-Jul-16	25.00	5.00	30.00
163	4203/208	Isabella Hughes	Youth club cooking workshop	Jul-16	70.00	-	70.00

164	4401/ 203	ISS Facility Services	Litter picking and bin emptying	Jul-16	780.00	156.00	936.00
165	4040/ 101	Berkshire Training CIC	New councillor training x 4	Jul-16	160.00	32.00	192.00
166	4251	Thames Water	Water supply - various locations	To 11 Aug	750.63	-	750.63
167	4040/ 101	BALC	Good councillor guides x 16	Jul-16	32.00	-	32.00
168	4075/ 203	British Telecom	Phone bill - SWP	Jul-16	35.40	7.08	42.48
169		cash	Various - see below	Jul-16	104.41	-	104.41
170	4355/ 201	Bright Black	Lighting works SPH	Aug-16	6,098.27	1,219.65	7,317.92
171	4045/ 101	Rialtas Business solutions	Omega software support	May-16	0.00	-	0.00
172	4400	Nigel Jeffries Landscapes	Grounds maintenance	Aug-16	1,312.00	262.40	1,574.40
173	4254/ 201	Alpine controlled cleaning	Cleaning at SPH 1-3 August	Aug-16	60.00	12.00	72.00
174	4254/ 201	Seton	Ladder for SPH	Aug-16	103.00	20.60	123.60
175	4254	Nick Smith	Gardening services	Jul-16	275.00	-	275.00
176	4253/ 301	EON	Electricity supply RBL site	Aug-16	33.54	-	33.54
177	4047/ 101	MFG UK Limited	IT support, back up and emails	Aug-Sept	300.21	60.04	720.5
178	4045/ 101	PME	Engraving of SPT plaque	Jul-16	134.00	26.80	160.80
179	4008/ 101	Kerry Taylor	Mileage	Jul-16	30.15	-	30.15
180	4254/ 203	Signwise UK Limited	Car park signage SWP	Jul-16	170.00	34.00	204.00
181	4045/ 101	Staples UK Limited	Stationery	Jul-16	124.53	24.91	149.44
182		Katy Hughes	Purchases (Serif / allotment goods)	Aug-16	96.93	12.40	109.33
183	4437/ 205	Ray Sharp	Refund of Langley Mead gate	Aug-16	356.40	-	356.40
184	4250	Wokingham Borough Council	Rates	Aug-16	942.00	-	942.00
185	4075/ 101	British Telecom	Telephone bill	Aug-16	851.1	170.22	1,021.32
186	4045/ 101	Precision Machine Engraving	Garden competition trophy	Aug-16	25.00	5.00	30.00
187	4045/ 101	GLS Educational Supplies	Consumables - SPH	Aug-16	273.03	54.61	327.64
188	4101/ 101	Mazars	External audit	Aug-16	800.00	160.00	960.00
189	4046/ 101	Lloyds bank	Service charge	10.7 to 09.8	26.63	-	26.63
190	4254/ 201	SMS UK Ltd	Air conditioning maintenance	Aug-16	250.00	50.00	300.00
191- 203		Various	Salaries	Aug-16	9,109.04	-	9,109.04
204	4003/ 206	Nikki Flloyd	Garden comp honorarium	Aug-16	30.00	-	30.00
205	4003/ 206	Margaret Finch	Garden comp honorarium	Aug-16	30.00	-	30.00
206	4254/ 203	Domestic Engineering Solution	switch unit for SWP	Aug-16	62.65	-	62.65
207	4254/ 201	Berkshire Pest Control Ltd	Destruction of wasps nest	Aug-16	50.00	10.00	60.00
208	4254/ 201	Alpine controlled cleaning	Holiday cover office cleaning SPH	Aug-16	40.00	8.00	48.00
209	4060/ 101	Staples UK Limited	A3 copy paper and card	22.8.16	43.30	8.66	51.96
210	4254	PHS Group	Annual service charge waste disposal	2016-17	112.90	22.58	135.48
211	4254	Elite security group	annual keyholding and alarm response service	2016-17	250.00	50.00	300.00



212	4008/ 101	Kerry Taylor	Mileage	Aug-Sept	28.35	-	28.35
213	4075/ 203	British Telecom	Telephone service SWP	Aug-16	29.81	5.96	35.77
214	4253	SSE	Electricity supply various sites	Q2	430.14	21.50	451.64
215		Cash	Petty cash August - see below	Aug-16	139.52	5.76	145.28
216	4040/ 101	Locality	2016 convention tickets x 2	Aug-16	386.66	77.34	464.00
217		Katy Hughes	Expenses - see below	Aug-16	277.24	3.37	280.61
218	4254	Nick Smith	Gardening services	Aug-16	240.00	-	240.00
219	4400/ 205	Wessex Tree Services Ltd	Tree works at Clements Close	Aug-16	245.00	0.00	245.00
220	4087/ 402	C&S Banners	SW Carnival banners	Aug-16	125.50	25.10	150.60
221	4060/ 101	Ricoh Capital Ltd	Copier Hire	1.9.16 to 30.11.16	77.51	15.50	93.01
222	4066/ 101	Katy Hughes	Stamps	Sep-16	35.60	0.00	35.60
223	4437/ 205	Property protection Services	Installation of bench at Brookers Hill	Sep-16	448.00	0.00	448.00
224	4252/ 203	British Gas	Gas supply SWP	1.6.16 to 30.8	122.01	6.10	128.11
225	4400	Nigel Jeffries Landscapes	Grounds maintenance	Aug-16	1237.00	247.40	1,484.40
226	4070/ 101	Community Buildings Advice	Membership renewal	Oct 16 to Sept 17	65.83	13.17	79.00
227	4574/ 204	ADT	Kendal Avenue CCTV annual contract	Sept 16 to Aug 17	414.00	82.80	496.80
					<b>37,788.33</b>	<b>2,966.95</b>	<b>41,115.53</b>

Code	Petty cash - August 2016	
4055/101	Stamps	9.27
4008/101	Parking	1.20
4254/206	Allotment posts	50.11
4050/101	Office items	48.76
4045/101	milk and refreshments	5.94
4254/202	Keys	6.00
4254/201	Window cleaning SPH	15.00
4254/203	window cleaning SWP	9.00
<b>TOTAL</b>		<b>145.28</b>

code	KH Expenses August	
4070/101	Serif download	£34.95
4254/206	Allotment goods	74.38
<b>TOTAL</b>		<b>£109.33</b>
<b>KH expenses September</b>		
4040/101	Locality hotel booking	£190
4050/101	Staples	£3.75
4050/101	Staple gun	£20.20
4050/101	A frame display board	£37.02
4050/101	Whiteboard	£17.11
4050/101	Whiteboard markers	£4.06
4050/101	Hand held counter	£1.89
4254	2 x accident report books	£6.58
<b>TOTAL</b>		<b>£280.61</b>

