

Minutes approved on:	
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DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 12 December 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

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

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), B/Cllr Haitham-Taylor, B/Cllr Pollock, Mr Darrell Lias (Resident), Mr S Petrov (Resident).

16/68 **Public Questions**

Mr Petrov, resident of Church Lane, Shinfield, reported on local concerns over the use of Church Lane, Shinfield, as a rat-run to the M4 junction and the A33. He noted that the road has a restriction on access on the section from the Six Bells Public House towards Shinfield, but that the restriction is not enforced. He expressed concerns about the exit routes from the new development at Shinfield Meadows, and the additional traffic this is likely to add to Church Lane.

Cllr P Hughes responded to the question, noting that the Planning and Highways committee had reviewed a request to make the road one-way, but that there had been little appetite from local residents for this, along with concern that it would lead to cars driving faster down the road where there are no pavements on either side. He noted that the committee could review the situation again and seek alternative solutions.

Cllr C Hughes asked Mr Petrov if he knew what sort of solution local residents were looking for. Mr Petrov was asked to email a summary of the issue and any ideas for solutions to the Clerk, for the Planning and Highways Committee to follow up on.

Mr Petrov left the meeting at 19:45 hrs

16/69 **Apologies and declarations of members' interests**

- 69.1 Apologies were received and accepted from B/Cllr Patman.
- 69.2 There were no declarations of members' interest.

16/70 **Minutes**

70.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 14 November 2016 were a correct record of the meeting and these were signed by Cllr P Hughes.

70.2 Matters arising:

70.2.1 Call for sites feedback

Cllr P Hughes noted that this will be discussed as part of the Planning and Highways Committee report.

70.2.2 Community Asset Transfer

- Cllr P Hughes noted that this had been discussed at the recent Recreation and Amenities Committee meeting.
- 70.2.3 Draft Leisure Strategy
Cllr Clarke noted that the consultation questionnaire was confusing, and he felt that a collective response should be sent. Members are able to respond as individuals.
- 70.2.4 Staff credit card
Cllr P Hughes reported that this had been discussed at a recent Finance and General Purpose meeting and will be reported in the committee's report.
- 70.2.5 Wokingham Schools Carol Concert
The Clerk reported that no members had requested to attend.
- 70.2.6 Eastern Relief Road
Cllr P Hughes reported that the Eastern Relief Road will now not be opened until after Christmas. Cllr Grimes asked the Deputy Clerk to liaise with Hochtief regarding dates for the works on Cutbush Lane.
- 70.2.7 Meeting with Mark Cupit and Mark Ashwell
The Clerk reported that the Parish Council has been offered a meeting on Wednesday 21st December, plus a further meeting with Mark Ashwell in January.
- 70.2.8 Leopard 10 bus service
Cllr Grimes reported that the number ten bus service is now serving Spencers Wood.

16/71

Reports

71.1 Chairman's Report

- 71.1.1 Cllr P Hughes reported that he, Cllr Grimes, the Clerk and Deputy Clerk attended the referendum count at Shute End on Thursday 8th December. He reported that the plan was approved (87% for, 13% against) and that it will now go to Wokingham Borough Council Executive meeting in February for formal adoption. Cllr P Hughes presented the Deputy Clerk with a gift as a thank you for her work in developing the plan.
- 71.1.2 Cllr P Hughes reported that he met with the Baptist Church Minister Nathan Hunt to talk about future plans for the church.
- 71.1.3 He reported on the Linden Homes opening event
- 71.1.4 Cllr P Hughes reported on a meeting with Aldi representatives, who advised they had approached the development consortium and Wokingham Borough Council regarding the new village centre supermarket. B/Cllr Pollock reported that he will be reviewing the wider village centre scheme, including the supermarket provider, as part of the proposal for the Shinfield Community Centre.
- 71.1.5 Cllr P Hughes reported on a meeting with Oakleaf building surveyors to review proposals for refurbishment of the parish hall. Following discussion, Oakleaf will revise plans and costings and it is hoped that updated proposals will be presented to council in January.
- 71.1.6 He reported on his and Cllr Clarke's attendance at the Spencers Wood History Group launch of its new book.
- 71.1.7 Cllr P Hughes reported that the community carol service will be held on Friday 16th December around the Christmas tree on School Green, followed by drinks and refreshments at the Bell and Bottle Public House.
- 71.1.8 Cllr P Hughes invited all members to the Chairman's dinner, on Friday 20th January and asked that members advise of their attendance by 9th January.
- 71.1.9 Cllr P Hughes reported that this will be Cllr English's last meeting, as she had decided to resign. Members thanked her for her contributions to the Parish Council.

71.2 **Borough Councillors' Report**

- 71.2.1 B/Cllr Haitham-Taylor congratulated the Parish Council on the success of the Neighbourhood Plan Referendum.
- 71.2.2 B/Cllrs Pollock and Haitham-Taylor gave a presentation on the Grazeley Expression of Interest, and following the presentation, asked the Parish Council to consider its position on the proposal, and to liaise with neighbouring parishes.

Cllr Pollock left the meeting at 20:55 hrs

71.3 **Committee reports:**

71.3.1 **Development Board**

Cllr Grimes reported on a recent meeting of the Development Board. Cllr Clarke asked about use of CIL money for community projects. Cllr Grimes reported that there has not yet been a measured consideration of how much CIL funding is likely to be received by the Parish Council over the coming financial year, but that the Development Board would report back to the council with a recommendation in due course.

Cllr Grimes reported that BDS Surveyors had attended a recent Community Centre Project Board meeting to give an alternative option to the 'design and build' process.

The Clerk reported that she had met with Shinfield United Charities and that all parties are willing to proceed with the extension of the lease as quickly as possible. There was no indication at this point of the rent level requested for the new lease.

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

71.3.2 **Communications and Policies Committee**

Cllr C Hughes reported on a recent meeting of the Communications and Policies Committee.

Cllr Clarke asked about the arts trail proposal. Cllr C Hughes reported that the plan was to meet in January with interested parties and put together a proposal for the event, and to investigate whether this could be an expansion of the existing 'Art for All' event run annually at St Michael's Church.

Cllr C Hughes asked members' permission to purchase copies of the new Spencers Wood History Group book, to give to local schools. Members **APPROVED** a purchase of twenty copies.

Cllr C Hughes asked members to approve a recommendation from the committee to adopt the Social Media Guidance document and the Community Engagement Policy. Following discussion, members **APPROVED** the adoption of the Social Media Guidance document and requested the committee reconsider the Community Engagement Policy, following a suggestion from Cllr Grimes that the information on page 5 be updated to give a clearer definition of what members and staff are able to do, and the information on the status of the Neighbourhood Plan be updated.

Cllr C Hughes reported on the volunteers evening held on 18 November. She reported that the event went very well, around 50 people attended and very positive feedback on the event was received.

It was proposed and **RESOLVED** by members that the minutes of the 17 November 2016 be adopted.

71.3.3 **Staffing Committee**

Cllr Grimes reported on a recent meeting of the staffing committee. He reported that appraisals have been carried out and members accepted a recommendation for the salary increases that have been made.

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

71.3.4 **Recreation and Amenities Committee**

Cllr Clarke reported on a recent meeting of the Recreation and Amenities Committee.

He reported on his attendance at the opening of the artificial pitch at Ryeish Green. He reported that the cost of hiring the pitch was too high for Oakbank School and local football clubs. B/Cllr Haitham-Taylor suggested that the users should contact WBC with details of what they have been paying to date, and what they could afford to pay.

Cllr Clarke reported on some confusion over the maintenance of the pitch and he asked B/Cllr Haitham-Taylor to investigate how much S106 money has been paid to the installation company.

Cllr Clarke asked about the land identified for parking that will accommodate the new primary school on a temporary basis. The Clerk noted that questions over the future management of the artificial and grass pitches had been sent to senior officers at Wokingham Borough Council.

Cllr Clarke reported that the parish is still looking at options for land that could be leased for leisure use, and the Clerk reported that she had submitted an Expression of Interest to extend the lease on Deardon Field.

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

71.3.5 **Planning and Highways Committee**

Cllr Peer reported on a recent meeting of the Planning and Highways Committee.

She reported that 'call for sites' areas have been distributed amongst members for feedback.

It was proposed and **RESOLVED** by members that the minutes of the 01 December 2016 be adopted.

71.3.6 **Finance and General Purpose Committee**

Cllr Grimes reported on a recent meeting of the Finance and General Purpose Committee.

Cllr P Hughes reported that the committee had recommended a council credit card for use by the Clerk and Deputy Clerk. Members **APPROVED** the recommendation.

The Clerk requested an additional meeting on Wednesday 4th January to finalise recommendations for the 2017/18 budget, ahead of the January council meeting.

It was proposed and **RESOLVED** by members that the minutes of the 01 December 2016 be adopted.

- 71.4 **Reports from Outside Bodies:**
- 71.4.1 Neighbourhood Action Group (NAG)
Cllr Pike reported on a recent NAG meeting and reported that the group are looking at having presentations from external speakers at meetings, to improve attendance.
- 71.4.2 Wokingham District Association of Local Councils (WDALC)
Cllr Peer reported on a recent meeting of WDALC.
- 71.4.3 Rural Crime Action Group
Cllr Emmet reported that the current Chairman of the group has resigned and a new meeting will be called in January.

71.5 **Clerk's Report:**

- 71.5.1 The Clerk reported on her and the Deputy Clerk's attendance at a recent SLCC meeting where a report on Neighbourhood Planning was received.
- 71.5.2 The Clerk reported on Berkshire Association of Local Councils (BALC) training sessions scheduled for 2017:

End of Year Processes	31 January 2017
Planning Framework	07 March 2017
Chairmanship	13 June 2017
New councillor training	27 June 2017

Any members interested in attending any of these sessions should advise the Clerk.

- 71.5.3 The Clerk reminded members that the January council meeting will look to approve the 2017/18 budget, and asked that any members with queries on the figures raise these to the Clerk ahead of the meeting.
- 71.5.4 The Clerk reported on the Public Protection Partnership, a shared service between Wokingham, Bracknell and West Berkshire Councils.
- 71.5.5 The Clerk reported that the office will be open during normal hours around Christmas and New Year, but will be closed on the Bank Holidays. She reported that the staff Christmas lunch will be on the afternoon of Thursday 15 December, so the office will close at 12:30.
- 71.5.6 The Clerk requested approval for the purchase of gift vouchers, at a cost of £85, as a 'thank you' to the volunteers who deliver copies of the Loddon Reach on behalf of the Parish Council, north of the motorway. Members **APPROVED** the request.

16/72 **Local Plan Update**

This item was deferred to the next meeting

16/73 **Invoices**

- 72.1 Members reviewed the list of invoices for late November and December 2016.
- 72.2 Cllr Pike queried invoice 371. Cllr Grimes noted that the council obtains benefit for this membership and it helps to sustain the quality council status. Following discussion, members **RESOLVED** to continue to pay this fee for the Clerk and Deputy Clerk in full.
- 72.3 It was proposed and **RESOLVED** that invoices 341-384 for late November and December, including salaries for November, expenditure totaling £20,483.91 be **APPROVED** and paid. Please see appendix 1.

16/74 **Correspondence**

Correspondence items were deferred to the next meeting

16/75 **Date of next meeting**

The date of the next council meeting was confirmed as Monday 16 January 2016,

The meeting ended at 22:05 hrs.

Action items:

Minute Ref	Details	Action by
71.1.8	Respond to Cllr P Hughes on the Chairman's Dinner invitation	All members
71.3.2	Add Community Engagement Policy to agenda for review at the next C&P meeting	Clerk
71.3.6	Proceed with applying for a council credit card	Clerk
71.5.2	Advise the Clerk if you would like to attend any of the listed training sessions	All members
71.5.3	Following receipt of council papers for the January meeting, raise any budget queries ahead of the meeting with the Clerk	All members

Appendix 1: Invoice items for the November council meeting

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
341	4300/101	Three Mile Cross Bowling Club	Grant payment	Nov-16	500.00	-	500.00
342	4250	Wokingham Borough Council	Rates	Nov-16	942.00	-	942.00
343-357		Various	Salaries	Nov-16	9,578.02	-	9,578.02
358	4254/203	Elite Security Group	Alarm callout SWP 12 Nov 2016	Nov-16	25.00	5.00	30.00
359	4400/204	Wessex Tree Services Ltd	Tree removal at Kendal Avenue	Nov-16	475.00	-	475.00
360	4251	Thames Water	Water supply - various locations	Nov-16	1,047.05	-	1,047.05
361	4254/201	Cooleraid Ltd	Water filter annual rental	Nov-16	143.00	28.60	171.60
362	4202/208	Berkshire Youth	Safeguarding course for H Roberts	Jan-17	30.00	-	30.00
363	4045/101	S Roberts	Refund of 12pay license renewal	Nov-16	66.00	13.20	79.20
364	4085/401	Carrera UK Limited	Website fees Nov 2016	Nov-16	80.00	16.00	96.00
365	4254/201	D.E.S (Lloyd Webster)	Replacement LED light exterior of SPH	Nov-16	69.00	-	69.00
366	4046/101	Lloyds bank	Account fees	Nov-16	36.91	-	36.91
367	4060/502	Project Audio	Purchase and installation of AV equip	Jan-17	3,394.00	678.80	4,072.80
368	4253	SSE	Electricity supply - various locations	Sept - Nov 16	531.48	26.56	558.04
369	4047/101	MFG UK Ltd	IT support + SWP router work	Dec-16	469.15	93.83	562.98
370	4401	ISS facility Services	Bin emptying	Nov-16	216.67	43.33	260.00
371	4070/101	SLCC	Membership renewal S Roberts	16/17	275.00	-	275.00
372	4008/101	Kerry Taylor	Mileage	Nov-16	31.05	-	31.05
373	4252/203	British Gas	Gas supply SWP	Sept - Nov 16	505.04	25.25	530.29
374	4437/205	Signwise	Signage	Nov-16	20.00	4.00	24.00
375	4253/301	Eon	Electricity supply - RBL site	Nov-16	10.46	-	10.46
376	see below	Cash	Petty cash - see below for details	Nov-16	101.28		101.28
377	4060/101	Ricoh Capital Ltd	Copier hire	Dec 16 - Feb 17	77.51	15.50	93.01
378	4703/	Playground Services	Swing seat	Nov-16	95.00	19.00	114.00

	204							
379	4075/ 203	British Telecom	Phone and BB SW Pavilion	Dec-16	30.10	6.02	36.12	
380	4060/ 101	Staples UK Limited	Stationery supplies	Dec-16	28.06	5.61	33.67	
381	4254/ 201	GLS Educational Supplies	Cleaning supplies	Dec-16	74.00	14.80	88.80	
382	4087/ 402	Carole Hughes	Refreshments for voluntary sector reception	Nov-16	280.44	0.00	280.44	
383	4060/ 101	Ricoh UK Ltd	Print and copy charge Sep - Oct	Dec-16	272.66	54.53	327.19	
384	4254/ 201	Elite Security Ltd	Alarm activation SPH 6.12.2016	Dec-16	25.00	5.00	30.00	
						19,428.88	1,055.03	20,483.91

Code	Petty cash - November 2016	£
4055/101	Stamps	24.95
4008/101	Parking	3.60
4087/402	Volunteer event staff	35.00
4045/101	milk and refreshments	10.78
4045/101	Screws	2.95
4254/201	Window cleaning SPH	15.00
4254/203	window cleaning SWP	9.00
TOTAL		101.28