

Minutes approved on:	
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DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 13 June 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 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, B/Cllr C Haitham-Taylor, B/Cllr B Patman.

16/15 **Public Questions**
There were none

16/16 **Co-option of new members**
16.1 Mr Gordon Hewett was proposed by Cllr Emmet, seconded by Cllr C Hughes and members **RESOLVED** unanimously to co-opt Mr Gordon Hewett as ward member for Shinfield Village.
16.2 Mr Nigel Boyer was proposed by Cllr Emmet, seconded by Cllr C Hughes and members **RESOLVED** unanimously to co-opt Mr Nigel Boyer as ward member for Grazeley Village.

16/17 **Apologies and declarations of members' interests**
17.1 Apologies were received and accepted from B/Cllrs Munro and Pollock.
17.2 There were no changes to the declaration of members' interests

16/18 **Minutes**
18.1 It was proposed and **RESOLVED** that the minutes of the Annual council meeting held on 09 May 2016 were a correct record of the meeting and these were signed by Cllr P Hughes.
18.2 Matters arising:
18.2.1 Campaign for Rural England
The Clerk reported that Mrs Patricia Green had resigned from the Campaign for Rural England and therefore could not represent the council in future on this outside body. The Clerk agreed to investigate the cost of membership in order to receive information in the future and then circulate to members.
18.3 It was proposed and **RESOLVED** that the minutes of the council meeting held on 09 May 2016 were a correct record of the meeting and these were signed by Cllr P Hughes.
18.4 Matters arising:
18.4.1 Minutes marked as draft
Cllr P Hughes noted that all minutes are now marked as draft and have a header for noting the date of approval.
18.4.2 Response from B/Cllr Haitham Taylor
Cllr P Hughes noted that the response from B/Cllr Haitham-Taylor had been circulated to all members.
18.4.3 Recreation and Amenities minutes

- Cllr P Hughes noted that the R&A minutes from the 25 April meeting should be added to the July council meeting for adoption.
- 18.4.4 Schedule additional committee meetings
Cllr P Hughes noted that the additional meetings had been arranged and held and committee chairs elected.
- 18.4.5 Flood warning presentation
Cllr P Hughes asked members whether they wished to receive a presentation on the flood warden scheme. The Clerk reported that she had received information about the community flood warden scheme, and how it might work in Shinfield. Members discussed the areas within the parish that are prone to flooding. Following discussion, Cllr Emmet volunteered to find out more about being a flood warden for the parish.
- 18.4.6 Meeting with Cllr Pike to discuss the Finance Regulations
The Clerk confirmed that she had met with Cllr Pike to discuss the Finance Regulations.
- 18.4.7 Shinfield West Consortium Newsletter
The Clerk confirmed that the newsletter was distributed to all members.

16/19

Reports

19.1 Chairman's Report

- 19.1.1 The Deputy Clerk reported that an examiner has been appointed for the draft Neighbourhood Plan, has begun the examination process, a conference call between the examiner, the parish and the borough has been held and additional maps have been requested. It was noted that the examination report is expected by the end of June 2016.
- 19.1.2 Cllr P Hughes reported on comments posted by the leader of WBC, B/Cllr Keith Baker on social media site "Streetlife" in relation to Neighbourhood Planning. Members felt his comments were inaccurate and inappropriate and noted that the Clerk had posted a factual response.
- 19.1.3 He reported on a letter sent to Heather Thwaites and Mark Ashwell regarding the Shinfield West development and issues around the proposed bus route and a proposed footpath.
- 19.1.4 He reported on the two councillor surgeries that have been held on 12th May and 11th June, but that only 1 member of the public had attended each surgery. . Members noted that Saturday morning sessions in Spencers Wood would be better held at Caf' Active rather than at the pavilion.
- 19.1.5 Cllr P Hughes reported that negotiations with Shinfield United Charities regarding the lease are still ongoing. He reported on a proposal to use WBC's Shared Legal Services to progress matters initially, and that the council would be seeking to appoint an independent legal firm and that this would be reviewed in due course. Members **RESOLVED** to approve this request.
- 19.1.6 He reported on a request from Arcadis to use space at the recreation ground in Spencers Wood as a site compound for the works to the junction of Basingstoke Road and Hyde End Road. Following discussion, members noted that, due to the dates requested and a potential clash with the Spencers Wood Carnival, the school summer holidays, and the regular use of the area by the Spencers Wood Youth Football Club, that the request be declined.
- 19.1.7 Cllr P Hughes reported on a request submitted to members for a representative to attend a presentation on Thursday 23 June from the Wokingham NHS Clinical Commissioning Group and the borough council to review plans to expand NHS Services in Wokingham. Cllr Montgomery volunteered, and members approved his attendance.
- 19.1.8 He reported on a request from developers to present to the council on the reserve matters for the north of Croft Road site and for land at Parklands. He confirmed the meeting will be held on Thursday 23 June and begin at 7pm in the John Heggadon Meeting Room at the parish hall.

- 19.1.9 Cllr P Hughes reported on the Cemex gravel extraction exhibition at the parish hall on 30 June from 3pm and a presentation ahead of the 30th June Planning and Highways Meeting on the remaining phase of the Thames Valley Science Park. All members are invited to attend.
- 19.1.10 He reported on the date for the next South of M4 Community Forum, which is scheduled for Monday 4 July 2016 at the South Reading Church Centre, Three Mile Cross, from 7 until 8.45pm. Cllr Clarke asked whether it was possible to receive an update on school places at the meeting.
- 19.1.11 Cllr P Hughes reported on a letter from Andy Couldrick and Keith Baker offering to visit all the town and parish councils. Members requested a special meeting for this, and asked the Clerk to suggest some possible dates. B/Cllr Haitham-Taylor offered for the borough councillors to also attend this meeting.

19.2 **Borough Councillors' Report:**

- 19.2.1 B/Cllr Haitham-Taylor reported on the confirmation from the Department of Education that the provider for both the new schools within the parish will be Floreat Education Academies Trust, who is also operating the new school at Montague Park. She noted the concern from members on the availability of school places for children in all primary school years.
- 19.2.2 She reported that WBC officers are continuing to work on plans for the sports pitches and pavilion at Ryeish Green. Members noted that there is a sports meeting at Oakbank School scheduled for Wednesday 15 June 2016 to discuss the grass pitches and drainage proposals. B/Cllr Patman reported that he and Cllr Bathth both now sit on the leisure working group at the borough council which is looking at the balance of provision across the parishes. Members noted concern about the use of land identified for parking for the outdoor pitches at Ryeish being the same land identified to accommodate temporary classrooms until summer 2018. Members also noted concern that the planning application for the outdoor grass pitches showed changes to the current layout of pitches at the site, with individual pitches laid out part on land owned by the parish, where existing pitches are currently located. B/Cllr Haitham-Taylor reported she had asked WBC officers to look at other models prior to proper consideration by WBC's Executive; however members commented that the borough council had not consulted sufficiently with the parish council over the planned sports hub at Ryeish.
- 19.2.3 B/Cllr Patman reported that a retrospective planning application for an expansion of the traveler site in Kybes Lane, Grazeley, has been refused and an enforcement notice has been served on the site.
- 19.2.4 Cllr Peer reported on cars parked on the pavement in Three Mile Cross, as a result of double yellow lines recently implemented outside Sheraton House.
- 19.2.5 Cllr Peer reported on further complaints from residents blocked in by large delivery vehicles unloading at the Post Office in Spencers Wood.

Cllr Moore joined the meeting at 20:40 hrs

B/Cllr Patman left the meeting at 20:40 hrs

19.3 **Committee reports:**

19.3.1 **Development Board**

Cllr P Hughes reported on a recent meeting of the Development Board. He reported that new Terms of Reference had been approved.

Cllr Pike enquired regarding the reference to an 'arms-length' company, and Cllr Grimes clarified this potential option.

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

19.3.2 **Recreation and Amenities Committee**

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

He reported that a tidy-up of the trees and area at Deardon Field has been requested.

It was proposed and **RESOLVED** by members that the draft minutes of the 18 May 2016 meeting be adopted.

19.3.3 Communications and Policies Committee

Cllr C Hughes noted that the minutes should refer to the funding of the 2016 Spencers Wood Carnival not as a grant, but coming from the committee's events budget.

She reported there had been a conversation with the organisers over future funding and that a recommendation will be brought to the September 2016 council meeting for further consideration.

It was proposed and **RESOLVED** by members that the draft minutes of the 19 May 2016 meeting be adopted.

19.3.4 Planning and Highway Committee

Cllr Peer reported on the 23 May meeting of the committee.

Cllr Pike enquired about the Millworth Lane mirror request, and asked that the minutes give a little more detail on the response back from the borough. The Deputy Clerk reported that the borough had refused to progress the request to the Department for Transport, citing a number of reasons, and that a copy of the response had been sent to Mr Adler and to Chris Young, to report at the June NAG meeting.

It was proposed and **RESOLVED** by members that the draft minutes of the 23 May 2016 meeting be adopted.

Cllr Peer reported on the 09 June meeting of the committee.

Cllr P Hughes reported that a letter on enforcement has been sent to Heather Thwaites at Wokingham Borough Council.

Cllr Montgomery asked about a further planning matter regarding Regis Close. The Deputy Clerk reported that no response had been received from the planning officer. B/Cllr Haitham-Taylor offered to pursue those WBC officers who had not responded.

It was proposed and **RESOLVED** by members that the draft minutes of the 09 June 2016 meeting be adopted.

19.3.5 Finance and Staffing Committee

Cllr Grimes reported on a recent meeting of the committee. He noted that two matters discussed at the meeting are on the agenda for this evening's meeting.

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

19.4 Outside Body Reports:

- 19.4.1 Berkshire Association of Local Councils
Cllr Pike asked about the CIL agreement and the implications of not signing up to the agreement. Cllr Peer noted that at least two other town and parish councils had decided not to sign up to the agreement.
- 19.4.2 Volunteer Group meeting
Cllr C Hughes reported on a recent meeting of the Shinfield Volunteer Group.
- 19.4.3 Shinfield Association meeting
Cllr I Clarke reported on a recent meeting of the Shinfield Association.

19.5 **Clerk's Report:**

- 19.5.1 The Clerk reported that she and the deputy Clerk have recently received training on Omega, the new accounting system. She reported that the deputy Clerk has recently received some Risk Assessment training and that she and Cllr Peer have attended an employment lifecycle training session.
- 19.5.2 The Clerk reported on discussions between local parish council officers regarding planning concerns. She reported that Katy Dagnall, the Finchampstead Clerk has sent a letter to Clare Lawrence on behalf of the parishes to highlight the issues.
- 19.5.3 She reported on a recent meeting of the Pavilion Youth Club Management Committee. She reported that Mrs Suzanne Madigan has continued as Chair of the committee, the Deputy Clerk is now treasurer and she is Secretary. Cllr Pike asked that the council's thanks be passed to Suzanne for her continued work for the youth club.
- 19.5.4 The Clerk reported that details of the 2016 Locality Convention have been circulated to members. If anyone wishes to attend, please let the Clerk know.
- 19.5.5 The Clerk reported on some free day-time training courses available for members:

Legal Workshop	Tuesday 28 June	15:00 – 16:00
Health and Safety workshop	Tuesday 12 July	14:00 – 15:00
Legal Workshop	Thursday 6 October	09:30 – 10:30
Governance Workshop	Thursday 24 November	09:30 – 10:30

Three places have been booked for each course. Please let the Clerk know if you would like to attend.

- 19.5.6 She reported on planning training at Shute End, scheduled for 11 July, please let the Clerk know if you wish to attend.
- 19.5.7 The Clerk reported that green folders have been issued for new members and asked that Standing Orders and Finance Regulations, if approved, be added to the folders. Cllr Pike asked for an index for members.

B/Cllr Haitham-Taylor left the meeting at 21:20 hrs

16/20

Standing Orders and Financial Regulations

Cllr Montgomery proposed, Cllr Clarke seconded and members proposed and **RESOLVED** to approve the council's updated Financial Regulations for 2016/17.

16/21

Standing Committees

- 21.1 Cllr Grimes proposed, Cllr Clarke seconded and members **RESOLVED** to dissolve the Finance and Staffing Committee.
- 21.2 Cllr Grimes proposed, Cllr Clarke seconded and members **RESOLVED** to establish a Finance and General Purpose Committee.
Membership was agreed as the Vice-Chair of the council and Chairs of the standing committees, being Cllr Clarke, Cllr Grimes, Cllr C Hughes, Cllr Peer and up to two other members, to include Cllr Pike.

- 21.3 Cllr Peer proposed, Cllr C Hughes seconded and members **RESOLVED** to approve the draft Terms of Reference for the committee.
- 21.4 Cllr Grimes proposed, Cllr Clarke seconded and members **RESOLVED** to establish a Staffing Committee reporting direct to Council.
Membership was agreed as Cllr Grimes, Cllr Montgomery, Cllr Peer and Cllr Pike.
- 21.5 Cllr Peer proposed, Cllr C Hughes seconded and members **RESOLVED** to approve the draft Terms of Reference for the committee, subject to the amendment of the membership to be 4 members and the quorum to be 3 members.

16/22

Standing Committees

- 22.1 Members **RESOLVED** to approve the governance statements for the annual return.
The Clerk read the following statements:

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Members responded unanimously "Yes"

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Members responded unanimously "Yes"

We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances

Members responded unanimously "Yes"

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Members responded unanimously "Yes"

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Members responded unanimously "Yes"

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Members responded unanimously "Yes"

We took appropriate action in all matters raised in reports from internal and external audit.

Members responded unanimously "Yes"

We considered whether any litigation, liabilities or commitments, events of transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate, have included them in the accounting statements.

Members responded unanimously "Yes"

(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Members responded unanimously "Not applicable"

- 22.2 Cllr Clarke proposed, Cllr Pike seconded, and members **RESOLVED** to approve the unaudited annual accounts at 31 March 2016 (Section 2 of the Annual Return).

16/23

Sports and leisure facilities

Cllr P Hughes reported on a letter sent to B/Cllr Angus Ross regarding the sports hub at Ryeish. Members requested the letter to be circulated to all members. He reported on a meeting scheduled for Wednesday 15 June at Oakbank School to discuss the pitches and drainage at Ryeish.

- 16/24 **Shinfield Community Centre**
Cllr Grimes reported that the joint Shinfield Community Centre Management Committee is next meeting on Monday 20th June. He reported that the committee has asked the borough council to put together a plan for public consultation.
- 16/25 **Invoices**
It was proposed and **RESOLVED** that invoices 52-95 for June, including salaries for May, expenditure totaling £18,953.28, be approved and paid. Please see appendix 1.
- 16/26 **Correspondence**
26.1 The Clerk reported on correspondence received from Berkshire Fire and Rescue Service.
26.2 The Clerk reported receipt of a request from the Community Council for Berkshire for members to pay a £30 annual subscription (there has been no subscription cost in the past). Members **RESOLVED** to agree to this request.
- 16/27 **Date of next meeting**
The date of the next meeting was confirmed as Monday 11 July 2016

The meeting ended at 21:50 hrs

Action items:

Minute Ref	Details	Action by
18.2.3	Add 25 April 2016 R&A minutes to the July council agenda for adoption	Clerk
19.1.11	Propose dates for a meeting with Andy Couldrick and Keith Baker	Clerk
19.5.3	Pass the council's thanks to Mrs Suzanne Madigan for her continued support of the Pavilion Youth Club	Clerk
19.5.4	Advise the Clerk if you would like to attend the Locality Convention in York in November 2016	All members
19.5.5	Advise the Clerk if you would like to attend any of the free day-time training sessions	All members
19.5.6	Advise the Clerk if you would like to attend the planning training at Shute End on 11 July 2016	All members
19.5.7	Add approved Standing Orders and Finance Regulations to the green folders	All members
19.5.7	Create an index for the green folders	Clerk
21.5	Update Terms of Reference to reflect agreed changes	Clerk

Appendix 1:

Invoice items for the June council meeting

		Shinfield Parish Council	Invoices for Approval of Payment - June 2016				
Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
52	4075	British Telecom	Quarterly Telephone charge		792.07	187.21	979.28

53	4075	British Telecom	Spencers Wood telephone & broadband	May 2016	35.40	7.08	42.48
54 – 66		Various	Salaries, LGPS and PAYE/NIC	May 2016	9,188.45	0.00	9,188.45
67	4530/4 441/44 42	Wokingham Borough Council	Rates – SPH, SWP and RP	May 2016	451.00	0.00	451.00
68	4703	Playground Services	Replacement cradle swing seat for SWP	May 2016	95.00	19.00	114.00
69	4350/4 441/44 42/460 0	Thames Water	Water supply – various locations	Feb to May 2016	701.26	0.00	701.26
70	4353	Biffa Waste Services	Waste collection – SPH	25.6.16 to 23.9.16	301.26	60.26	361.52
71	4085	Carrera UK Limited	Website fee	May 2016	100.00	20.00	120.00
72	4170	Peter Hughes	Catering APM	April 2016	49.02	9.80	58.82
73	4103	V Quayle	Health and Safety Consultancy	April 2016	166.66	0.00	166.66
74	4085	K Hughes	Reimbursement of CPALC fees	May 2016	30.00	0.00	30.00
75		Cash	Petty cash – see below	May 2016	111.65	7.70	119.35
76	4008	Kerry Taylor	Mileage	May 2016	43.20	0.00	43.20
77	4047	MFG UK Ltd	IT support	May 2016	300.21	60.04	360.25
78	4353/4 547	N Smith	Garden maintenance	June 2016	240.00	0.00	240.00
79	4353	GLS Educational Supplies	Consumables SPH	May 2016	73.47	14.69	88.16
80	4045	Rialtas Business solutions	Account package and training	May 2016	1,208.95	241.79	1,450.74
81	4046	Lloyds Bank	Service charge	10.4.16 to 9.5.16	25.00	0.00	25.00
82	4352/4 444/44 41	SSE	Electricity supply – various locations	27.2.16 to 27.5.16	508.26	26.10	534.39
83	4703	Proludic	Cap covers x 100 (zipwire)	May 2016	37.51	7.50	45.01
84	4547	ISS Facility Services Ltd	Litter picking and bin emptying at SW Recreation ground	May 2016	390.00	78.00	468.00
85	4351	Alpine Controlled Cleaning	Cleaning SPH	May / June 2016	100.00	20.00	120.00
86	4800	Eon	Electricity supply – RBL building	7.4.16 – 15.5.16	16.12	0.81	16.93
87	4103	A Harland	Accountancy services	Year end 2016	1750.00	0.00	1,750.00
88	4410/4 400	Nigel Jeffries Landscapes	Grass cutting	May 2016	952.00	190.40	1,142.40
89	4441	Thames Water	Water supply RP	2.2.16 to 15.5.16	20.27	0.00	20.27
90	4353	GLS Educational Supplies	Consumables	June 2016	31.95	6.39	38.34
91	4050	Ricoh Capital UK Ltd	Copier hire	1.6.16 – 31.8.16	77.51	15.50	93.01
92	4445	Elite Security Group Ltd	Alarm activation response SWP	June 2016	25.00	5.00	30.00
93	4045	Staples UK Ltd	Stationery	June 2016	61.22	12.24	73.46
94	4055	Katy Hughes	Stamps	June 2016	38.82	0.00	38.82
95	4448	British Telecom	Broadband services – SWP	June 2016	35.40	7.08	42.48
			TOTALS				

Code	Petty cash - May 2016	
4060	Stationery	8.99
4008	Parking	10.80

4045	Milk	1.45
4055	Postage	5.41
4353 / 4445	Window cleaning	24.00
4170	Catering – SW litter pick	31.50
4420	Replacement post for School Green	37.20
TOTAL		119.35