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| Minutes approved on: |  |
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## **DRAFT**

# **Minutes of a meeting of Shinfield Parish Council held on Monday 14 November 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.**

Present: Cllrs N Boyer, I Clarke, P Emmet, 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), Mrs Hilary Murdock (Resident), Mr Phil Gribble (Resident), Mrs Ann Hydes, Mrs Amanda Moses, Mr Geoff Pithers, Mr Darrell Lias.

### 16/58 **Public Questions**

Mr Ian Young reported on a proposal for improvements to footpath 20 from Ryeish Green pitches to Three Mile Cross. He reported that the section of footpath running north from the Crest Nicholson site will be upgraded to a 3m wide multi-use path. He noted that the section south of this will be routed through the development, and the existing path will remain as it is. Mr Young reported that he intends to speak to the developer to request improvements, and requested funding from the parish council to assist with the purchase of materials for the improvements.

He reported that the council had agreed funding of £1,000 to purchase materials for footpath 11, but that the work and materials had been provided by Buxted Construction. He reported that Buxted Construction has been requested to improve the dip in the middle section, where it flooded the previous week.

Cllr C Hughes noted that maintaining footpaths with the new developments underway must be a priority for the parish council.

Members requested that the Planning and Highways Committee review the situation with footpaths and raise issues to Wokingham Borough Council as necessary.

Following discussion, members **APPROVED** to transfer the funding to footpath 20.

*Mr Ian Young left the meeting at 19:45 hrs*

### 16/59 **Apologies and declarations of members' interests**

59.1 Apologies were received and accepted from Cllr English and B/Cllrs Batth, Haitham-Taylor, Munro, Patman and Pollock.

59.2 There were no declarations of members' interest.

### 16/60 **Minutes**

60.1 The Clerk reported on a re-issued page of the 12 September 2016 council minutes, where a decision on the purchase of land to the rear of the parish hall had been discussed under agenda item 6. The Clerk advised the following wording should be added to the minutes:

16/44B **Shinfield Community Centre**

Members discussed a proposal to purchase the land at the rear of the Parish Hall from the University of Reading. Following discussion, it was **RESOLVED** that the Development Board be delegated to take the project forward, and a budget of up to £10,000 was approved. Members **APPROVED** the addition to the minutes and agreed they should be revised accordingly and re-issued.

Cllr P Hughes reported that Heads of Terms have been received, to purchase the land at a cost of £3,000 plus surveyor and legal fees. He reported that the final cost is expected to be less than £6,000.

60.2 It was proposed and **RESOLVED** that the minutes of the council meeting held on 10 October 2016 were a correct record of the meeting and these were signed by Cllr P Hughes.

60.3 Matters arising:

60.3.1 Newsletter

All members confirmed receipt of the newsletter.

60.3.2 Locality

Cllr P Hughes confirmed that the 2016 Locality Convention tickets had been cancelled and refunded.

60.3.3 Staff Appraisal forms

Cllr Montgomery confirmed that he had received some staff appraisal forms from members. Cllr P Hughes reported that staff appraisals are currently underway.

60.3.4 Meeting with Inspector Lloyd

Cllr P Hughes reported that the Clerk and Cllrs Clarke and Peer met with Inspector Lloyd and Sgt. Matt Foskett. He reported that the discussion focused on speeding issues and youth issues. Inspector Lloyd thanked the council for contributing £200 towards a Speed Indicator Device (SID) which will go to Community Speed Watch.

60.3.5 Civic Regalia

The Clerk reported that designs for civic regalia have been received, and these will be reviewed at the next Communications and Policies Committee meeting.

60.3.6 Community vacancy on the development board

Cllr P Hughes reported that the community vacancy on the development board was advertised in the newsletter, and Mr John Peer has come forward to fill the vacancy.

60.3.7 Councillor vacancies

Cllr P Hughes reported that there are currently three vacancies on the parish council, and a number of interested residents have come forward.

60.3.8 Shinfield Eastern Relief Road

Cllr Pike asked when the relief road will open. Members noted that it is expected to open in December, with all work completed around February 2017.

60.3.9 Leopard 10 bus

Cllr Pike asked when the new bus service will serve the Croft Gardens development. The Deputy Clerk reported that Wokingham Borough Council has recently carried out a site visit with the bus provider and the Parish Council is waiting to hear when the service will re-start.

16/61

**Reports**

61.1 **Chairman's Report**

61.1.1 Cllr P Hughes reported on a meeting with the joint community centre management committee on 13<sup>th</sup> October, where the committee received a presentation from Mr Rodney Hing from Wokingham Borough Council Property Services. The Clerk reported that a schedule of fees for the project management service has been requested

61.1.2 Cllr P Hughes reported on a meeting with the project directors from Bovis Homes, Linden Homes and Barton Wilmore, the consortium who are developing at Shinfield Meadows. He reported that the meeting discussed a coordinated approach to the village centre design and a potential for additional parking for the

- new community centre. Cllr P Hughes reported that the consortium have been invited to submit an expression of interest for the new community centre. Cllr Peer suggested approaching the company who had carried out re-design work for the village centre on behalf of Wokingham Borough Council.
- 61.1.3 Cllr P Hughes reported that the allotment holders AGM had been held on 20<sup>th</sup> October, and a report and photographs of the annual allotment competition prize winners should feature in the Wokingham Paper this week.
- 61.1.4 Cllr P Hughes reported on the development exhibition held on 15<sup>th</sup> October, where around 80 -100 people attended. There is a further exhibition scheduled for Saturday 26 November, where the 'call for site' information will also be displayed. Members discussed the request for local evidence from Wokingham Borough Council on the sites. The Clerk reported that an extension to 31<sup>st</sup> December 2016 has been agreed. The Deputy Clerk was asked to arrange a meeting to determine how the assessments can be undertaken.
- 61.1.5 Cllr P Hughes reported on the official opening of the new hall at Shinfield Infant and Nursery School on 1<sup>st</sup> November. Members discussed the car parking situation at School Green. The Clerk reported on a proposal for council staff to park in the RBL car park, as the parking of diggers on the site during the road resurfacing has compacted and flattened out the surface.
- 61.1.6 Cllr P Hughes reported on the Remembrance Day Service and thanked Cllr Grimes for representing the Parish Council at the event. Cllr P Hughes thanked Alastair Knox for the PA system, St Mary's Junior School for the choir and cakes, Shinfield Baptist Church for serving refreshments, the Welcome Club and Pound Green WI for the floral arrangements, and staff for setting up. Cllr P Hughes proposed, and members **APPROVED** a contribution to the Baptist Church of £150 to fund a community Christmas tree for School Green and £160 to Alastair Knox for provision of the PA system. He reminded members of the community Carol Service on Friday 16 December from 6-7pm at School Green.
- 61.1.7 Cllr Grimes reported on the community forum meeting on 9 November. He reported on discussions with Mark Cupit and B/Cllr Mark Ashwell from Wokingham Borough Council about the rise in planning applications for land to the west of the Basingstoke Road in Spencers Wood. Cllr Clarke reported that he did not like the changed format, where he felt residents were discouraged from asking questions during the presentations. Members noted that the forums need to be better advertised. Cllr Peer noted that the maps displayed in the presentations are showing 2,500 homes where the approved figure is now around 3,300.

*Cllr Masood joined the meeting at 20:30*

- 61.1.8 Cllr Clarke highlighted a forthcoming meeting at Ryeish Green on 16 November. He reported that there will be a delay in the provision of floodlighting, due to problems with sourcing a power supply, and consequently the Artificial Turf Pitch will only be available during the daytime when it first opens. He reported that the company overseeing the drainage and relaying of the grass pitches will not hand them over until summer 2017, so there will be no need for the Parish Council to cut grass at Ryeish. He reported that he has liaised with Wokingham Borough Council to request the hedging be cut back along the edge of the pitches.
- 61.1.9 Cllr P Hughes reported on a proposal for a council dinner, to be held on Friday 20<sup>th</sup> January. He reported that this will be funded by the Chairman and those attending.
- 61.2 **Borough Councillors' Report**  
The Clerk reported that there are no borough councillors in attendance, as they are meeting with West Berkshire councillors to discuss the Grazeley development proposal.
- 61.3 **Committee reports:**  
61.3.1 **Finance and General Purpose Committee**

Cllr Grimes reported on a meeting of the Finance and General Purpose Committee, held on Wednesday 19 October. He drew members' attention to a grant request from the Spencers Wood History Society that members felt did not meet the grants criteria.

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

61.3.2 **Planning and Highways Committee**

Cllr Peer reported on the 20 October meeting of the committee.

Cllr P Hughes asked about the presentation from Oakwood Homes. Cllr Peer noted that the site was outside the approved development area.

Cllr Clarke reported on a discussion at the forum meeting about traffic calming on the Basingstoke Road. He reported that the traffic calming would be delivered at the completion of the Crest Nicholson development site.

Cllr Clarke asked about the bus shelter at School Green. The Deputy Clerk reported that Wokingham Borough Council had confirmed that the shelter was not included in those identified for replacement as part of the development. It was noted that the council could use CIL funding to replace the shelter.

Cllr Clarke asked about the grasscrete parking on the Basingstoke Road. Cllr Peer reported that the issue would be taken up once civil parking is formally adopted by Wokingham Borough Council.

It was proposed and **RESOLVED** by members that the minutes of the 20 October 2016 be adopted.

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Cllr Peer reported on a pre-planning meeting with Rydon Homes, for a development site in Spencers Wood, within the Swallowfield Parish boundary.

Cllr Peer requested approval from members to progress with a proposal for installation of a new ceiling mounted projector, new screen and IT equipment to assist with reviewing planning applications, at a cost of £3,300. Cllr C Hughes proposed, Cllr Clarke seconded and members **APPROVED**.

Cllr Peer drew members' attention to a budget proposal for using a planning consultant to assist the committee with items of planning business, as required.

It was proposed and **RESOLVED** by members that the draft minutes of the 10 November 2016 be adopted.

61.4 **Reports from Outside Bodies:**

61.4.1 **Borough Parish Liaison Forum**

Cllr P Hughes reported that minutes of the recent meeting of the Borough Parish Liaison Forum, have been circulated. No members were able to attend as it clashed with the October council meeting.

61.4.2 **Shinfield Association**

The Clerk reported on a recent meeting of the Shinfield Association, She reported that the association is currently negotiating a new route for the annual 10K race with the Shinfield West Consortium. She reported on some incidents of antisocial behavior at Millworth Lane recreation ground.

61.4.3 Berkshire Association of Local Councils AGM  
Cllr Peer reported on the recent BALC AGM meeting held at Shinfield Parish Hall. She reported on a proposal to increase the BALC subscription. The Clerk reported that the CEO of the National Association of Local Councils had given a talk on the future role of town and parish councils.

61.4.4 Spencers Wood Village Hall Management Committee  
Cllr Grimes reported on his attendance at a recent meeting of the hall management committee. He reported that the meeting had discussed how the council can work cooperatively with halls within the parish to maximise community benefit, and how CIL money could be directed to other community facilities within the parish.

61.5 **Clerk's Report:**

61.5.1 The Clerk reported on her attendance at a recent Clerk's Forum.

61.5.2 The Clerk reported on the restructure announced at Wokingham Borough Council.

61.5.3 The Clerk reported on funding available for resilient communities, as part of the wellbeing agenda. She reported that more information on this will be forthcoming.

61.5.4 The Clerk reported on boundary discussions between Wokingham Town Council and Wokingham Without Parish Council. She reported that the Borough Council will be looking at boundary issues relating to the Strategic Development Location (SDL) areas.

61.5.5 The Clerk reported that the Deputy Clerk will attend the joint borough clerk's meeting on Monday 21<sup>st</sup> November.

16/62

**Transfer of Community Assets**

62.1 The Clerk reported on a recent meeting with Dee Maddox Hinton from Wokingham Borough Council. She reported that a model has been agreed by Wokingham Borough Council for transferring community assets to town and parish councils.

62.2 The Clerk reported that transfers for sites such as the car park at School Green and the library at Spencers Wood could be considered by the Parish Council.

62.3 The Clerk reported that the council can apply to extend the lease on Deardon Field to 30 years. The current seven year lease began in 2014 and will expire in 2021. Cllr Clarke expressed concern that the parish council could invest money in the site, which could then be taken back and an alternative site offered. Following discussion, members requested that the Recreation and Amenities Committee consider the option, and make a recommendation to council. Members discussed asking for a freehold on the site, rather than a leasehold.

16/63

**Wokingham Borough Council Draft Leisure Strategy**

The Clerk noted that members have received a copy of the press release from Wokingham Borough Council concerning their draft leisure strategy. Any comments should be passed to Cllr Clarke.

16/64

**Finance matters**

64.1 The Clerk asked members to consider a request for a council credit card for the Clerk and Deputy Clerk. Increasingly, items are ordered online, and at present, staff are paying for items for the council and claiming the costs back. Following discussion, members requested that the matter be referred to the next Finance and General Purpose Committee meeting, for further consideration.

64.2 The Clerk asked members to consider a request to add the Deputy Clerk and Cllr Peer as signatories to the council's Royal Bank of Scotland Account. The account will be used to segregate CIL monies. Members **APPROVED** the request.

16/65

**Invoices**

65.1 Members reviewed the list of invoices for late October and November 2016.

65.2 It was proposed and **RESOLVED** that invoices 294-340 for late October and November, including salaries for October, expenditure totaling £17,968.87 be approved and paid. Please

see appendix 1.

16/66

**Correspondence**

- 66.1 The Clerk reported on a request from Shinfield United Charities for the council to re-appoint Mr David Purton as a trustee to the charity. Members **APPROVED** the request.
- 66.2 The Clerk reported receipt of correspondence from Mrs Daphne Mullins, Chair of the Spencers Wood Village Hall Management Committee.
- 66.3 The Clerk reported on an invitation to the Parish Council to attend the Wokingham Schools Carol Concert on Sunday 11 December. The Chairman is unable to attend, but if anyone wishes to attend, please advise the Clerk.

16/67

**Date of next meeting**

- 67.1 The date of the next council meeting was confirmed as Monday 12 December 2016, **commencing 19.00 hrs.**

*The meeting ended at 21:45 hrs.*

**Action items:**

| Minute Ref | Details  | Action by    |
|------------|--|--------------|
| 61.1.4     | Arrange a meeting to discuss 'call for sites' feedback request from Wokingham Borough Council  | Deputy Clerk |
| 62.3       | Add consideration of community asset transfer request for Deardon Field to the next R&A agenda | Clerk        |
| 63         | Given comments on the WBC draft leisure strategy to Cllr Clarke                                | All members  |
| 64.1       | Add consideration of staff credit card to the next F&GP agenda                                 | Clerk        |
| 66.3       | Advise the Clerk if you wish to attend the Wokingham Schools Carol Concert                     | All members  |

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

| Invoice   | Cost centre | Payee                          | Purchase                                 | Date    | net     | vat    | total   |
|-----------|-------------|--------------------------------|--|---------|---------|--------|---------|
| 294       | 4250        | Wokingham Borough Council      | Rates                                    | Oct-16  | 942.00  | 0.00   | 942.00  |
| 295       | 4046/101    | Lloyds Bank                    | Service charge                           | Sep-16  | 25.00   | 0.00   | 25.00   |
| 296 - 309 |             | Various                        | Salaries                                 | Oct-16  | 9235.54 | 0.00   | 9235.54 |
| 310       | 4070/101    | CRPE                           | Annual subscription                      | 2016/17 | 36.00   | 0.00   | 36.00   |
| 311       | 4070/101    | The National Allotment Society | Membership subscription                  | 2016/17 | 55.00   | 11.00  | 66.00   |
| 312       | 4086/401    | Urban Planet Comms             | Newsletter reprint                       | Oct-16  | 320.00  | 0.00   | 320.00  |
| 313       | 4046/101    | Lloyds Bank                    | Service charge                           | Oct-16  | 63.29   | 0.00   | 63.29   |
| 314       | 4047/101    | MFG UK Ltd                     | IT support and Eset license renewal      | Nov-16  | 441.93  | 88.38  | 530.31  |
| 315       | 4085/401    | Carrera UK Ltd                 | Website fees                             | Oct-16  | 100.00  | 20.00  | 120.00  |
| 316       | 4083/401    | Loddon Reach Magazine          | 1 page advert                            | Nov-16  | 217.20  | 0.00   | 217.20  |
| 317       | 4060/101    | Staples UK Ltd                 | Stationery                               | Oct-16  | 34.91   | 6.98   | 41.89   |
| 318       | 4085/401    | S Roberts                      | Refund of domain name renewal            | Oct-16  | 80.00   | 16.00  | 96.00   |
| 319       | 4254/201    | A P Faulkners                  | Boiler repair SPH                        | Oct-16  | 967.04  | 193.41 | 1160.45 |
| 320       | 4254/203    | Domestic Engineering Solutions | External light timer switch installation | Oct-16  | 200.36  | 0.00   | 200.36  |
| 321       | 4008/       | Kerry Taylor                   | Mileage                                  | Oct-16  | 30.82   | 0.00   | 30.82   |

|     |          |                                       |                                   |        |                  |               |                  |
|-----|----------|---------------------------------------|-----------------------------------|--------|------------------|---------------|------------------|
|     | 101      |                                       |                                   |        |                  |               |                  |
| 322 | 4401/203 | ISS facility services ltd             | Bin emptying                      | Oct-16 | 216.67           | 43.33         | 260.00           |
| 323 | 4045/101 | PME Engraving                         | Allotment cup                     | Oct-16 | 33.75            | 6.75          | 40.50            |
| 324 | 4254     | Nick Smith                            | Garden maintenance                | Oct-16 | 240.00           | 0.00          | 240.00           |
| 325 | 4060/101 | Katy Hughes                           | referendum fact sheet printing    | Oct-16 | 100.00           | 0.00          | 100.00           |
| 326 | 4253/301 | Eon                                   | Electricity supply RBL site       | Oct-16 | 15.93            | -             | 15.93            |
| 327 |          | Cash                                  | Petty cash October 2016           | Oct-16 | 217.96           | 0.00          | 217.96           |
| 328 | 4254/206 | Berkshire Pest Control Ltd            | Wasp nest removal                 | Oct-16 | 50.00            | 10.00         | 60               |
| 329 | 4075/203 | British Telecom                       | Phone line and BB - SWP           | Oct-16 | 30.10            | 6.02          | 36.12            |
| 330 | 4400     | Nigel Jeffries Landscapes Ltd         | Grass cutting                     | Oct-16 | 306.00           | 61.20         | 367.20           |
| 331 | 4530/402 | D2D Distribution Ltd                  | Delivery of referendum factsheet  | Oct-16 | 485.00           | 97.00         | 582.00           |
| 332 | 4045/101 | Precision Machine Engraving           | Oval Plaques                      | Oct-16 | 84.00            | 16.80         | 100.80           |
| 333 | 4075/101 | BT                                    | Phone and Broadband SPH           | Q2     | 874.68           | 174.93        | 1,049.61         |
| 334 | 4400/205 | Wessex Tree Services Ltd              | Overgrowth removal at bus shelter | Nov-16 | 100.00           | 0.00          | 100.00           |
| 335 | 4075/203 | BT                                    | Phone and broadband SWP           | Nov-16 | 30.10            | 6.02          | 36.12            |
| 336 |          | Katy Hughes                           | RS refreshments and stamps        | Nov-16 | 52.85            | 0.00          | 52.85            |
| 337 | 4087/402 | Technology and Communication Services | PA system for Remembrance Service | Nov-16 | 160.00           | 32.00         | 192.00           |
| 338 | 4300/101 | Shinfield Baptist Church              | Contribution for Remembrance Day  | Nov-16 | 150.00           | 0.00          | 150.00           |
| 339 | 4251/206 | Thames Water                          | Water supply - allotments         | Nov-16 | 682.92           | 0.00          | 682.92           |
| 340 | 4150/101 | Peter Hughes                          | Chairman's allowance              | Nov-16 | 600.00           | 0.00          | 600.00           |
|     |          |                                       |                                   |        | <b>17,179.05</b> | <b>789.82</b> | <b>17,968.87</b> |

| Code         | Petty cash - October 2016 | £             |
|--------------|---------------------------|---------------|
| 4055/101     | Stamps                    | 38.69         |
| 4008/101     | Parking                   | 1.20          |
|              | Allotment repairs         | 76.50         |
| 4045/101     | Office items              | 20.80         |
| 4045/101     | milk and refreshments     | 29.97         |
| 4045/101     | Travel - training day     | 26.80         |
| 4254/201     | Window cleaning SPH       | 15.00         |
| 4254/203     | window cleaning SWP       | 9.00          |
| <b>TOTAL</b> |                           | <b>217.96</b> |