

## Minutes of a meeting of Shinfield Parish Council held on Monday 18 April 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, P Hughes, A Masood, C Moore, D Peer, R Pike.

Attending: K Hughes (Deputy Clerk), B/Cllr B Patman, B/Cllr Batth, Mr Gordon Hewitt, Mr Nigel Boyer

15/117 **Public questions**  
There were none

15/118 **Apologies and declarations of members' interests**  
118.1 Apologies were received and accepted from Cllr C Hughes and Mrs Susan Roberts (Clerk)  
118.2 There were no declarations of members' interests.  
118.3 There were no changes to members' declarations of pecuniary interests.

15/119 **Minutes**  
119.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 07 March 2016 were a correct record of the meeting and these were signed by Cllr P Hughes, subject to the following amendments:  
109.1 to 'A Pollock'.  
111.5.1 to 'From the Shinfield Association'  
112 paragraph 11 to read 'fully appraised'  
119.2 Matters arising:  
119.2.1 Spencers Wood Carnival Funding  
Cllr Pike raised concern over the reference to the carnival funding. Following discussion, members agreed to add the item to the agenda for the May meeting.  
119.2.2 Annual Council Meeting.  
Cllr P Hughes reminded members wishing to stand for either Chairman or Vice-Chairman of the council to submit their nomination to the Clerk by Friday 6<sup>th</sup> May. Members wishing to stand will need a proposer and seconder.  
119.2.3 Omega upgrade  
Cllr P Hughes confirmed that, following completion of the year end, the financial system has been upgraded to Omega today.  
119.2.4 Pensions Auto-enrolment  
The Deputy Clerk reported that the work on pension auto-enrolment is in hand.  
119.2.5 Homes in Multiple Occupancy  
B/Cllr Batth reported that the borough's policy on HMOs is almost complete and will be going to the executive soon. He confirmed that the policy would be borough wide.

15/120 **Reports**  
120.1 **Chairman's report**  
Cllr P Hughes reported that the Clerk is currently on compassionate leave due to a close family bereavement.

120.2 **Borough Councillors' Report**

B/Cllr Patman gave apologies from B/Cllrs Haitham-Taylor, Munro and Pollock.

He reported on enforcement action being taken on the Post Office in Spencers Wood.

He reported on a significant issue regarding primary school places in Shinfield. He reported that there had been a plan to place two temporary classrooms at Ryeish Green in September, but that due to various issues, this could not go ahead.

He reported that 17 families have been offered school places at a school near Bracknell starting this September, and it is hoped that once the new school off Deardon Way is built, that these children will be moved as a group to the new school.

*Cllr Moore joined the meeting at 20:00hrs*

Following extensive discussion, members requested that the Deputy Clerk write to the borough council asking that these families be written to, and assurances given that they will be moved at the earliest possible opportunity.

Cllr Grimes asked whether the parish could provide a temporary site for a primary school on the site of the Royal British Legion building. The Deputy Clerk was asked to contact B/Cllr Haitham-Taylor and make an offer of this space.

B/Cllr Batth reported that the Shinfield North Community Flat is going well with lots of courses and sessions being held there. He reported that councillor and borough councillor surgeries are held there regularly. He reported on the litter pick organised by Cherish.

B/Cllr Batth reported that the stopped up end of Whitley Wood Road where the travellers had been has been re-secured. Cllr Clarke asked about the cost to the council of clearing up the site. He reported that the site had been offered to the housing associations at Shinfield Park to convert into parking, and that the borough was waiting to hear back on the offer.

He reported that there are a number of posts missing around Frensham Green as they have rotted. He reported that these are in the process of being replaced.

Cllr Grimes asked the borough councillors about an anticipated planning application for housing from Reading Borough Council for land to the east of the A33. He asked what steps the borough would be taking to ensure that Reading Borough Council provide sufficient school places, to ensure that the development does not have a detrimental impact on school places in Shinfield Parish.

Cllr Peer commented on the Conservative 'In Touch' leaflet reporting on the proposed re-opening of the Ryeish Green Leisure Centre, which she felt was misleading.

*B/Cllrs Batth and Patman left the meeting at 20:15 hrs.*

120.3 **Committee Reports**

120.3 **Planning and Highways Committee**

Cllr Peer reported on the meeting of the committee held on 17 March 2016

Cllr Clarke asked about the Crest Nicholson presentation. Members noted that the site identified was land between the settlements of Three Mile Cross and Spencers Wood, on the west side of Basingstoke Road, and that members had reported that it would not be supported by the parish council.

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

120.4 Planning and Amenities Committee

Cllr Peer reported on the meeting of the committee held on 4 April 2016.

Cllr Peer reported on the planning enforcement for the Spencers Wood Post Office.

She reported on the junction changes at Basingstoke Road and Hyde End Road and noted that there are British Telecom cables that will need to be moved before the junction changes can be carried out.

Cllr Peer reported on the presentation from Bewley Homes. The Deputy Clerk reported that feedback on the proposals have been sent back to them. The Deputy Clerk reported she had followed up on the Tree Preservation Order for the mature oak tree on the site.

It was proposed and **RESOLVED** by members that the draft minutes of the 04 April 2016 meeting be adopted.

120.5 Outside Bodies

120.5.1 Neighbourhood Action Group

Cllr Pike reported that the attendance at the first evening meeting was substantially greater and that this will likely be the format going forward.

120.5.2 Keep Mobile Annual General Meeting

Cllr Pike reported on his attendance at the recent Keep Mobile AGM

120.5.3 Borough Parish Liaison Forum

Cllr Peer reported that she had been unable to attend the meeting. Minutes of the meeting have been circulated to members.

120.6 Deputy Clerk's Report

120.6.1 The Deputy Clerk reported on the following items:

- The Spring 2016 newsletter is currently being distributed across the parish
- The Annual Parish Meeting is scheduled for Thursday 28 April. The Deputy Clerk requested that as many members as possible attend, and particularly committee Chairs.
- Nominations for Chair and Vice Chair to the Clerk by Friday 6<sup>th</sup> May

The Deputy Clerk asked members for their view on sharing the cost of the telephone and broadband service installed at Spencers Wood Pavilion in January. Following discussion, members noted the invaluable service provided by the Volunteer Car Service and proposed and **RESOLVED** for the council to meet the cost of the service in its entirety.

15/121

**Ryeish Green Sports Hub**

Members discussed the sports hub at Ryeish Green

Members discussed a meeting with Andy Glencross held last week to discuss the borough's proposals, and the withdrawal of Berkshire Junior Badminton from the project.

Following discussion, the Chair closed the meeting to the public

*Mr Boyer and Mr Hewitt left the meeting at 20:50 hrs*

Members discussed a confidential matter and **RESOLVED** to take action accordingly.

*Cllr Clarke left the meeting at 21:10hrs*

- 15/122 **Shinfield Parish Community Centre**  
 Cllr Grimes reported that the Wokingham Borough Council Executive Committee voted for the full funding requested by the parish council for the community centre.
- He reported that the borough council have proposed to manage the project and that the committee have asked them to come forward with a cost proposal for this.
- He reported that the committee has asked the borough to help the parish with public engagement for the project.
- 15/123 **Litter Pick**  
 The Deputy Clerk reported on the success of the recent parish litter pick. Members proposed and **RESOLVED** to support a further event in the autumn, with the help of council members. Cllr Pike offered to help with this.
- 15/124 **Bank Mandate**  
 The Deputy Clerk reported on the need to add a further signatory and electronic payment authoriser to the council's main bank account. It was proposed and **RESOLVED** that Cllr Peer be added as a signatory to the Lloyds account.
- 15/125 **Invoice for payment**  
 It was proposed and **RESOLVED** that invoices 525-568 for late March, including salaries for March, expenditure totalling £19,828.50, be approved and paid, and invoice 1 – 15 for April, expenditure totalling £5,566.29 be approved and paid. Please see appendix 1.
- 15/126 **Correspondence**  
 All correspondence items were noted
- 15/127 **Dates of the next council meeting**  
 The Deputy Clerk confirmed the date of the next meeting as Monday 9 May 2016.

*The meeting ended at 21.45 hrs.*

**Action Items:**

Minute Reference	Action	By Whom
119.2.1	Add discussion on carnival grant funding to the May meeting agenda	Clerk
119.2.2	Advise the Clerk if you wish to stand for Chair or Vice Chair of council by Friday 6 May	All members
120.2	Contact B/Cllr Haitham Taylor and offer use of the RBL site for temporary classrooms	Deputy Clerk
120.2	Write to WBC asking for written assurances for parents that children unable to secure school places within the borough will be moved at the earliest opportunity	Clerk
124	Arrange for Cllr Peer to be added as a signatory to the Lloyds main bank account	Deputy Clerk

**Ongoing action items:**

1.	HGV CCTV
2	Pensions and auto enrollment
3.	Homes in Multiple Occupation
4.	Co-option of new councillors

## Appendix 1:

### Late March invoice items for the April council meeting

Shinfield Parish Council						
Invoices for Approval of Payment - April 2016						
Invoice	Payee	Purchase	Date	net	vat	total
525	SWVHMC	Bin emptying - half cost	26.9 to 25.12.2015	112.48	0.00	112.48
526	British Telecom	Telephone line at SWP	Mar-16	64.60	6.92	71.52
527	Lloyds Bank	Service charges	10.2.16 to 9.3.16	31.58	0.00	31.58
528	Lloyds Bank	Service charges	10.2.16 to 9.2.16	25.00	0.00	25.00
529	Claire Connell	internal audit - interim visit	Mar-16	225.00	0.00	225.00
530	To Go Limited	Catering for the Southern Parishes meeting	Mar-16	299.70	59.94	359.64
531	British Gas	Gas bill - SW Pavilion	2.12.15 to 1.3.16	278.66	13.93	292.59
532	Thames Water	Water supply - SPH	7.8.15 to 6.2.16	7.59	0.00	7.59
533	V Quayle	Health and Safety consultancy	Feb-16	166.66	0.00	166.66
534	Ricoh UK Ltd	Print charge	1.12.15 to 29.2.16	295.40	59.08	354.48
535	Quadron Services	Bin maintenance	Mar-16	148.50	29.70	178.20
536	Katy Hughes	Mileage	Sept 2015 - March 2016	140.40	0.00	140.40
537	Angela King	Mileage	Mar-16	14.40	0.00	14.40
538	Susan Roberts	Mileage		25.65	0.00	25.65
539	ADT	Installation of POE switch for CCTV	Feb-16	128.64	25.73	154.37
540	Carrera UK Ltd	Website maintenance	29.2.16 to 28.3.16	80.00	16.00	96.00
541	Berkshire Association of Local Councils	Fee for foundation level	Jan-16	50.00	10.00	60.00
542	Katy Hughes	Litter picking event - catering	Mar-16	49.21	3.27	52.48
543	Abacadabra	Newsletter distribution	Apr-16	480.70	96.14	576.84
544	Eon	Electricity - RBL building	to 26 Feb 2016	40.74	2.04	42.78
545						
557	Various	salaries March 2016	Mar-16	8618.14	0.00	8,618.14
558	Geoprobe Environmental ltd	Monitoring of gas levels at RBS site	To March 2016	1995.00	399.00	2,394.00
559	Chris Blow	Bin emptying, rubbish collection, grass cutting, allotment clearance	Jan to March 2016	480.00	0.00	480.00
560	Cash	Petty cash March 2016	Mar-16	108.88	0.00	108.88
561	Vic Quayle	Health and Safety consultancy	Mar-16	166.66	0.00	166.66
562	Outside The Box	Artwork for Spring newsletter	Mar-16	250.00	50.00	300.00
563	SSE	Street lighting maintenance and repairs	Q4	1364.60	272.92	1,637.52
564	British Gas	Gas supply - SPH 22.12.15 to 22.3.16		873.15	174.63	1,047.78
565	Kerry Taylor	Mileage	Mar-16	26.10	0.00	26.10
566	Southern Electric	Street lighting energy	Q4	1149.80	229.96	1,379.76
567	Peter Hughes	Chairman's Allowance	Q4	187.00	0.00	187.00
568	Urban Planet Comms Ltd	Newsletter printing	Mar-16		0.00	495.00
		<b>TOTALS</b>		<b>£17,884.24</b>	<b>£1,449.26</b>	<b>£19,828.50</b>

Petty cash - March 2016		
4055	Postage	38.97
4600	Allotment tap repair	9.79
4445	SWP window cleaning	9
4353	SPH window cleaning	15.00
4045	Milk and paper	2.95

4008	Parking	2.20
4170	Hospitality	30.97
<b>TOTAL</b>		<b>108.88</b>

**April invoice items for the April council meeting**

<b>Shinfield Parish Council</b>						
<b>Invoices for Approval of Payment - April 2016</b>						
<b>Inv oice</b>	<b>Payee</b>	<b>Purchase</b>	<b>Date</b>	<b>net</b>	<b>vat</b>	<b>total</b>
1	Shinfield United Charities	Ground rent	2016/17	1000	0	1000
2	Zip Heaters (UK) Limited	Hot water boiler annual maintenance	18.2.16 – 27.2.17	296.80	59.36	356.16
3	Pear Technology Services Ltd	Mapping tool tech support and software updates	To March 2017	200.00	40.00	240.00
4	MFG (UK) Ltd	IT support	April 2016	300.21	60.04	360.25
5	Katy Hughes	Shelving unit for SWP	April 2016	35.00	7.00	42.00
6	DSC Security	Alarm maintenance	To March 2017	107.50	21.50	129.00
7	BALC	Annual subscription and LCR copies	To March 2017	1617.28	321.26	1938.54
8	Imagin Products Ltd	Name badges	April 2016	33.90	6.78	40.68
9	Nigel Jeffries Landscapes Ltd	Grounds maintenance	March 2016	501.00	100.20	601.20
10	BT Payment Services Ltd	Phone Bill – Spencers Wood Pavilion	April 2016	34.60	6.92	41.52
11	Royal Mail Group Ltd	Response license renewal	To March 2017	94.00	18.80	112.80
12	A P Faulkners (Heating) Ltd	Call out for SWP	April 2016	49.00	9.80	58.80
13	SSE	Street light installation Falcon Avenue	April 2016	513.10	102.62	615.72
14	UK Youth	DBS check for S Madigan	April 2016	15.00	0	15.00
15	Eon	Electricity – RBL site	April 2016	13.92	0.70	14.62
<b>TOTALS</b>				<b>£4,811.31</b>	<b>£754.98</b>	<b>£5,566.29</b>