

Minutes approved on:	
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DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 10 April 2017 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, D Lias, A Masood, I Montgomery, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), B/Cllr Haitham-Taylor, Mrs B Mumford (Resident), Mr D Hearn (Resident), Mr T Bowman (Resident).

In the absence of Cllr P Hughes, the meeting was chaired by Cllr Grimes.

16/102 **Public Questions**
There were none

16/103 **Apologies and declarations of members' interests**
103.1 Apologies were received and accepted from Cllrs C Hughes and P Hughes, and B/Cllrs Munro, Patman and Pollock
103.2 Cllr Pike declared receipt of a canvas shopping bag at the recent Keep Mobile AGM.

16/104 **Minutes**
104.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 13 March 2017 were a correct record of the meeting and these were signed by Cllr A Grimes.

104.2 Matters arising:

104.2.1 Meeting with WBC

The Clerk reported that three dates have been offered in May for a meeting with representatives from the Borough Council, including Josie Wragg and Mark Ashwell. The Clerk noted that the preferred date is 24 May, and the Clerk, Cllr P Hughes, Cllr Peer and Cllr Grimes will attend.

104.2.2 HMO question

The Deputy Clerk reported on a central government consultation on HMOs, as notified in correspondence between Gavin Barwell MP and John Redwood MP. Based on this information, it was determined that there was no merit in raising a question on the matter to the WBC Executive, but that this will be re-visited once the outcome of the consultation is known.

104.2.3 Litter pick

The Clerk reported on the recent litter pick, and thanked Cllrs Emmet and Pike for helping on the day, and the Deputy Clerk for preparing the equipment for the event. The Clerk noted that a further event will be arranged for the autumn. Members noted the increase in the incidents of fly tipping in the area.

104.2.4 Training course

The Clerk noted that there had been some uptake from members on training courses.

- 104.2.5 Meeting with Paul Willis
Cllr Clarke reported that a letter had been received from the Oxford Diocese stating there was no opportunity for a lease on land belonging to the Diocese. A follow-up meeting had been planned for 26 April for Cllr P Hughes, the Clerk and himself with Rev. Paul Willis and David Mason from the Oxford Diocese to discuss the position.

16/105

Reports

105.1

Chairman's Report

- 105.1.1 Cllr Grimes reported the following from Cllr P Hughes:
- Meridian Television had reported live on the Gravel Extraction Plan. Cllr P Hughes will meet with representatives from Arborfield Parish Council, B/Cllr Gary Cowan and local resident Clive Tyldesley. He reported that at the Arborfield Forum, all discussion on the Bridge Farm gravel extraction proposal was closed down, as it could be deemed to be pre-determination of the application.
 - Cllr P Hughes and the Clerk met with Nigel Frankland on 15 March to discuss Deardon Field and green areas. A three-way meeting was being arranged between the parish council, WBC, and the University of Reading to discuss overall sports plans in the parish.
 - The council received a presentation on 16 March from the Development Consortium on the second phase of the Shinfield West development. He noted that there was a discussion over the options for additional parking for the new community centre. Cllr Grimes noted that, within the original plan, there was no designated parking for the community centre in its original location.
 - He reported on the leaving presentation made to Alice, the parish hall caretaker, who left on Friday 7 April after 12 years of service.
 - Cllr P Hughes attended the official opening of the Shinfield View Care Home on Friday 7 April.

105.2 Borough Councillors' Report

- 105.2.1 B/Cllr Haitham Taylor gave a brief update on development progress and occupations across the parish. She reported that the Reserved Matters development proposals for land north and south of Church Lane were passed. Cllr Lias enquired about a proposal for the entrance to the north of Church Lane site, which B/Cllr Haitham Taylor will follow up on and report back to the Clerk.
- 105.2.2 B/Cllr Haitham Taylor reported on the school places situation for September 2017, and noted that a full report will be made at the next meeting, following the official release of school places later this month. She noted that the demand for school places locally has dropped slightly compared to the 2016 intake.
- 105.2.3 B/Cllr Haitham Taylor reported on the planned Community Forum meeting, scheduled for Monday 24 April at the South Reading Church Centre in Three Mile Cross. She reported that a drop-in / information stall format will be used for the first hour, following by a discussion chaired by B/Cllr Ashwell. She reported that representatives from highways and planning will be present, to answer questions.
- 105.2.4 B/Cllr Haitham Taylor reported that WBC is in the process of drawing up plans for the Ryeish Green Sports Hub, and it is hoped that she will be able to show these to the Parish Council in May. Cllr Clarke asked about the timeframe for the building work, but this is not known at present. She reported that additional funds, over and above the Section 106 contributions, have been requested from the borough council to help deliver this project.

105.3 Committee reports:

105.3.1 Development Board

Cllr Grimes reported on the Development Board meeting held on 15 March.

He reported that the committee accepted a paper, now being recommended to council, concerning the financial management of the new community centre.

He reported on two issues that have been reviewed by the board; moving forward with the proposal to extend the lease on the existing parish hall to match the lease on the legion site, and coming to an agreement with Wokingham Borough Council on a design for the new community centre. He reported that there has been some disagreement over whether to proceed with a design-and-build approach, or with a design led approach.

Cllr Grimes noted that the council's approach to date has been to be risk-averse in relation to cost overrun on the build. He noted that, with the adoption of the Neighbourhood Plan, and the opportunities that this presents to the council in relation to Community Infrastructure Levy (CIL) receipts, the parish council now has greater flexibility to manage the financial risk of the development.

Members discussed the relative merits of the two design approaches.

Following discussion, members approved the recommendation to formally propose a design-led approach to Wokingham Borough Council at the next Development Board meeting

Cllr Grimes reported on the lease negotiation for the existing parish hall. He noted that a face to face meeting, with Shinfield United Charities (SUC) and legal representatives for both SUC and Shinfield Parish Council has been cancelled, as representatives from SUC are unable to attend. The Clerk reported on discussions between the council's solicitor and Blandy and Blandy, who are representing SUC. She noted that some legal costs have already been incurred. Members discussed whether costs can be recouped if a lease extension is not agreed. This will be discussed further by the Development Board.

It was proposed and **RESOLVED** by members that the draft minutes of the 15 March 2017 meeting be adopted.

105.3.2 **Planning and Highways:**

Cllr Peer reported on a meeting of the Planning and Highways Committee held on 16 March 2017.

She reported that objections, as circulated to members, were submitted to Wokingham Borough Council regarding the Bridge Farm gravel extraction proposals. Cllr Grimes highlighted the proposed construction traffic route, along Hyde End Road.

Cllr Grimes reported on his and Cllr Lias' attendance at the recent WBC Local Plan Update presentation at Shute End. He reported on discussions over the SDL delivery and concerns over traffic modelling. Cllr Haitham Taylor reported that she has requested a review of the SDL process, ahead of any decisions on sites for the Local Plan Update.

Cllr Clarke expressed concerns over the footpath situation and the inclusion of footpaths within development parcels.

It was proposed and **RESOLVED** by members that the draft minutes of the 16 March 2017 meeting be adopted.

105.3.3 **Recreation and Amenities:**

Cllr Clarke reported on a recent meeting of the committee held on 20 March 2017.

Cllr Pike asked about the scout hut lease, and Cllr Clarke reported on the discussion held at the meeting.

Cllr Pike asked about the criteria for free use of the hall. Cllr Clarke reported that he felt the council has a duty to support local groups that are beneficial to the local community. Following discussion, the item was referred back to the committee, to draw up criteria for future use.

The Clerk reported on two quotes for works, received too late to be reviewed at the meeting, but which have been circulated to members, for gardening services and grass cutting. The Clerk reported that Cllr P Hughes had expressed concern over the quotes. Following discussion the Clerk was asked to obtain alternative quotes for comparison purposes and for these to be reviewed at the next committee meeting.

It was proposed and **RESOLVED** by members that the draft minutes of the 20 March 2017 meeting be adopted.

105.3.4 **Communications and Policies Committee:**

Cllr Masood reported on the meeting of the committee held on 30 March 2017.

He noted the following items, discussed at the meeting:

- The new council website should be launched in time for the Annual Parish Meeting on 27 April 2017
- The committee has agreed to trial day-time councillor surgery sessions, on Mondays and Tuesdays.
- The Annual Report is currently being drafted, and the Clerk will liaise with committee Chairs on this.
- The Annual Parish Meeting will be held on the evening of Thursday 27 April. All members are requested to attend. The open forum and questions / answers session will be held at the end of the meeting, following the presentations.
- The new residents' booklet has gone to print and is expected to be received back on 19 April.
- Cllr Pike noted that the quality of the newsletter has improved.
- Cllr Lias asked about the funds raised at the Pancake Races. The Clerk reported that the final amount is not yet known, as there is an option to have the funds matched by Sopra Steria, who entered a team into the races. Members noted the funds raised will be donated to the Lion and Dolphin Ward at the Royal Berkshire Hospital.

It was proposed and **RESOLVED** by members that the draft minutes of the 30 March 2017 meeting be adopted.

105.4 **Reports from Outside Bodies:**

105.4.1 **Shinfield Association**

Cllr Clarke reported on a recent meeting of the association. He reported that Shinfield Association is waiting to hear of the plans for the pitches at Ryeish Green.

He reported that the Association is waiting to hear back from the University of Reading as to whether Shinfield Parish Council can take on the lease for Millworth Recreation Ground.

Cllr Clarke reported that the Spencers Wood Pavilion Youth Club has been closed temporarily, due to antisocial behavior. B/Cllr Haitham Taylor agreed to follow up to see whether any targeted support can be provided by the borough council to help tackle the issues. The Clerk reported that she is meeting with WBC's community development worker at the Shinfield North Community Flat, to discuss activities for the younger age group. She noted that the club will stay closed through April, and the Clerk has arranged some meetings over the next few weeks to discuss how the issues can be resolved.

105.4.2 Borough Parish Liaison Forum

Cllr Peer reported on a recent meeting of the forum. She reported that the meeting received presentations on the asset transfer program and on the Local Plan Update. She noted that the meeting was poorly attended, and that the asset transfer process is on hold until completion of the 21st Century work program currently underway.

105.5 Clerk's Report:

105.5.1 The Clerk highlighted the WBC Community Forum meeting, scheduled for Monday 24 April. She reported that, following feedback, WBC has agreed to have representation from the street works co-ordination team and highways team to answer questions, and that both Cemex and Hochtief have been invited to attend. The meeting will begin at 7pm.

105.5.2 The Clerk reported on her attendance at a recent Clerk's forum meeting. She reported that all clerks are working hard to bring forward issues to WBC that are impacting their local areas, but that there is a general acceptance that many things will need to wait until completion of WBC's 21st Century works program. The Clerk noted that the meeting discussed health and wellbeing, and a protocol for the death of a senior public figure.

105.5.3 The Clerk reported that Mr Tony Troughton has resigned from the Berkshire Association of Local Councils (BALC) Executive Committee.

105.5.4 The Clerk reported on an approach from WBC to engage with local residents on issues such as the Cleaner and Greener team, Neighbourhood Action Group (NAG), My Journey, Community Wardens and Street Naming. The Clerk noted that this could potentially be rolled into the councillor surgery sessions.

105.5.5 The Clerk reported that Thames Valley Police has now bought some speed monitoring equipment and there will be a meeting for potential volunteers to man this equipment at Wokingham Fire Station on 26 April 2017 at 7:30pm. B/Cllr Haitham Taylor reported that, following a fatal incident in Grazeley in February, WBC will be collecting data outside the school. Cllrs Lias and Emmet volunteered to help with this.

105.5.6 The Clerk reported that she is currently undertaking a review of the cleaning contract for the Parish Hall, and fire panel maintenance and security contracts for both the parish hall and Spencers Wood Pavilion.

105.5.7 The Clerk reported that the accountant will be in the office on Tuesday 11 April to begin the year end close-down process.

16/106

Council Business Planning Workshop

106.1 The Clerk reported on the outcomes from the workshop held on 23 March 2017. She confirmed that a follow up meeting, to assess suggested projects, will be held in June (a date yet to be determined)

16/107

Invoices

107.1 Members reviewed the list of invoices for late March 2017 and April 2017.

107.2 It was proposed and **RESOLVED** that invoices 531-561 for late March, including salaries for March, expenditure totaling £14,900.91 and invoices 1-7 for April, totaling £3,289.04 be

APPROVED and paid. Please see appendix 1.

16/108

Correspondence

The following correspondence items were noted:

- 108.1 Letter from Thames Valley Police noting the purchase of a Speed Indicator Device
- 108.2 Thames Valley Police and Crime Plan
- 108.2 A request from the Shinfield Volunteer Group for intervention from the Parish Council, by manner of writing to the land owners, to support a request to replace a stile with a kissing gate to improve access to footpath 23.

16/109

Date of next meeting

The date of the next council meeting was confirmed as Monday 22 May 2017.

The meeting ended at 21:20 hrs.

Action items:

Minute Ref	Details	Action by
105.3.3	Draft criteria for free use of the hall	Recreation and Amenities Committee
105.3.3	Obtain alternative quotes for grass cutting and gardening services	Clerk
108.2	Draft a letter to the landowner, seeking permission to replace a stile with a kissing gate to access footpath 23	Clerk

Appendix 1: Invoice items for the March council meeting

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
531-544		Various	Salaries, PAYE , NIC and Pensions	Mar-17	9270.71	0.00	9270.71
545	4060/502	POP Developments	Printing of A0 footpaths map	Mar-17	36.00	7.20	43.20
546	4253/301	Eon	Electricity supply RBL site	To 26.3.17	4.29	0.00	4.29
547	4254/205	Iss facilities Ltd	Bin emptying	Mar-17	216.67	43.33	260.00
548	4060/101	Ricoh Capital Ltd	Print charge 1.12.16 to 28.2.17		360.51	72.10	432.61
549	4254/201	Alpine Controlled Cleaning	Parish hall cleaning (holiday cover)	Mar-17	100.00	20.00	120.00
550	4254/201	Elite Security Group	Alarm activation - SPH	12.3.2017	25.00	5.00	30.00
551	4047/101	MFG UK Ltd	Disk encryption	Mar-17	3.82	0.76	4.58
552	4254/201	Thames Valley Region Ltd	CCTV survey of SPH drainage	Mar-17	285.00	57.00	342.00
553	4046/101	Lloyds bank	Bank charges	Mar-17	25.00	0.00	25.00
554	4085/401	Carrera UK	Website fees to 26 March 2016		86.66	17.33	103.99
555	4008/101	Kerry Taylor	Mileage - March	March	30.15	0.00	30.15
556	4521/501	SSE	Street lighting energy	Q4	1115.15	223.03	1338.18
557	4521/501	SSE Contracting Ltd	Street lighting maintenance and rechargeable repairs	Q4	1200.90	240.18	1441.08
558	4254/203	Token Security solutions ltd	SWP security checks	Mar-17	40.00	8.00	48.00
559	4254/203	Signwise	Supply and fit 2 signs at SWP car park	Mar-17	65.00	13.00	78.00
560	4252/201	British Gas	Gas supply SPH	21.12 to 21.3	817.51	163.50	981.01
561	4254	Supply and install key safes	Supply and install key safes at SWP / SPH	Mar-17	290.09	58.02	348.11
					13,972.46	928.45	14,900.91

1	4050/101	Pear Technology	Mapping software, support and updates	to 31/3/18	200.00	40.00	240.00
2	4255/201	Shinfield United Charities	Ground rent SPH	to 31/3/18	1000.00	0.00	1000.00
3		cash	Petty cash March 2016 (see below)	March	273.51	0.00	273.51

4	4047/101	MFG UK Ltd	It support and archiving	Apr-17	339.15	67.83	406.98
5	4250	Wokingham Borough Council	Rates	Apr-17	796.65	0.00	796.65
6	4070/101	Locality	Annual membership	2017/18	416.67	83.33	500.00
7	4060/101	Katy Hughes	Paper and laminator sheets	April	71.90	0.00	71.90
					3,097.88	191.16	3,289.04

Code	Petty cash - March 2017	£
4055/101	Stamps	122.47
4060/101	Stationery	17.99
4045/101	Milk, Coffee, refreshments	77.56
4254	Window cleaning	24.00
4008/101	Parking and travel	23.50
4254/201	Step stool	7.99
TOTAL		273.51