

Minutes approved on:	
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DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 13 February 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, P Hughes (Ch), C Hughes, D Lias, A Masood, I Montgomery, D Peer, R Pike.

Attending: S Roberts (Clerk), B/Cllrs Batth, Patman and Pollock

16/86 **Public Questions**
There were none

16/87 **Apologies and declarations of members' interests**
87.1 Apologies were received and accepted from B/Cllrs Haitham-Taylor and Munro.
87.2 There were no declarations of members' interest.

16/88 **Minutes**
88.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 16 January 2017 were a correct record of the meeting and these were signed by Cllr P Hughes.
88.2 Matters arising:
79.2.5 The Clerk reported she had written to WBC to request a further meeting on the SDL process, managing development delivery within the parish and protection of the green separation space; however to date no response had been received. The Clerk reported that the next South of the M4 Community Forum had been provisionally scheduled for Monday 24th April 2017 – time and venue to be confirmed.
80.1.2 The Clerk reported that WBC's next Major Projects meeting at WBC was on Tuesday 21st February 2017 at Shute End, which the Deputy Clerk would attend and also request a representative of WBC Highways and Streetworks team to attend a future meeting of the Planning and Highways Committee to discuss coordination of works within the parish.
80.30.7 Cllr Clarke had not attended the NAG meeting
80.30.8 BCllr Parry Batth reported on his meeting with the Chair of the Shinfield and Swallowfield Neighbourhood Action Group, Thames Valley Police and local community representatives. The general view was the NAG is currently not very effective and could learn from other NAGs, and should be reviewed first by WBC and the Police, and then the community with a report back to the next meeting. Cllr P Hughes reported that Thames Valley Police is running a rural crime campaign between 6-28 Feb, and that Village and Rural Policing Forum meetings are taking place on 20th February 2017 at The Swan Arborfield, and 1st March The Horns, Crazies Hill, both 7pm – 9pm

- 80.5.2 The Clerk reported that the public access defibrillator had now been installed on the exterior front wall of the parish hall following permission being granted by Shinfield United Charities.
- 81 The Clerk reported that the 2017-18 precept had been reported to WBC. The Internal Auditor is to visit the parish council on 28 Feb and 1st March 2017.

16/89

Reports

89.1 Chairman's Report

- 89.1.1 Cllr P Hughes reported on the meeting held on 1st February 2017 at the Parish Hall with neighbouring parish councils to discuss the Grazeley Expression of Interest proposal – minutes tabled at the meeting and attached. Cllr P Hughes had asked attendees at the meeting for their councils to consider their own positions on the Grazeley proposals and to consider a formal statement, as Shinfield Parish Council had done. Shinfield Parish Council would write to Gavin Barwell MP, Minister for Housing, to highlight local concerns over the proposal and then distribute the letter for information. No further action would be taken pending an update on the next stage.
- 89.1.2 Cllr P Hughes highlighted there would be a visioning workshop for all councillors on Thursday 23rd March 2017 at 7.30, buffet from 7pm. Following discussion members agreed this would focus on the council's aspirations and priorities for the future, with a business planning event in October to set targets as part of the budget planning cycle. A draft agenda for the workshop would be presented to the March Council meeting.
- 89.1.3 Cllr P Hughes highlighted the recent Spencers Wood Post Office appeal decision, i.e. opening times acceptable from 06:00 – 21:00 Monday to Saturday and 08:00 to 21:00 on Sundays and Public Holidays (extension of an hour in the morning and a later closing time in the evenings on Sundays and Public Holidays); extension of delivery times to include a Sunday and Public Holiday is not acceptable: the condition regarding deliveries remains as set by WBC)
- 89.1.4 Cllr P Hughes highlighted the forthcoming Chairman's dinner on 3rd March and asked all members to confirm their attendance and whether or not they would be bringing a partner.
- 89.1.5 Cllr P Hughes the forthcoming Pancake Day race on Tuesday 28 February 2017 at 11am on School Green in aid of the Royal Berks Hospital Lion and Dolphin Ward to children undertaking chemotherapy. The Clerk and Deputy Clerk were participating on behalf of the parish council, all members invited to attend.

89.2 Borough Councillors' Report

- 89.2.1 B/Cllr Pollock reported on WBC's Council Tax position for 2017-18, which would be 1.94% on the standard council tax rate plus 3% on adult social care, hence a total of 4.94%, and looking to 4.94% next year. The budget was balanced and reserves healthy, the main issue being the interface between Adult Social Care and Health.
- 89.2.2 B/Cllr Pollock highlighted WBC's ongoing quality problems with Hochtief regarding the Eastern Relief Road, the latest being water drainage. The University of Reading is dealing with the matter, but there is currently no completion date for the road.
- 89.2.3 B/Cllr Pollock highlighted other major roadworks planned for the year, including on the Basingstoke Road, removal of traffic lights at Tabby Drive (date now set)), gas and water works, and access roads for new housing developments. He acknowledged this would be a very difficult period across the parish but hopefully short-term and worthwhile in the long run. B/Cllr Patman advised he had been consistently reporting local concerns over traffic problems and highways works and would follow up with the Executive Member.
- 89.2.4 Cllr P Hughes highlighted the question raised at WBC's January Executive meeting regarding the borough's Sustainable Drainage Systems (SuDS), and was advised these were left to management companies to organize. B/Cllr Pollock was asked to find out whether WBC investigates these arrangements and report back.

89.2.5 B/Cllr Batth reported on a meeting he had attended on 23rd January with the Head of Development Planning and the Executive Member for Planning and Regeneration on Houses in Multiple Occupancy (HMOs), where it was agreed that all future applications for HMOs will be listed (i.e. considered by WBC's Planning Committee). Applications in Shinfield North would go to B/Cllr Batth and in Shinfield South to B/Cllrs Patman and Pollock. A request had been made to Highways England to open up the old Whitley Wood Lane for parking, as this would release additional 30 - 40 parking spaces. Despite there being a traveller issue at this site, WBC had agreed to pay for the land, and residents and management companies had expressed a willingness to maintain it. Cllr P Hughes reported on a request he had received from a local resident to set up a residents association, which he agreed to pass on to B/Cllr Batth and the Clerk. B/Cllr Patman reported on a meeting he had attended on 11th February regarding HMOs being set up following changes to properties which did not require planning permission but only planning control, hence difficult to manage. Members then considered whether WBC should become more aggressive and operate a similar practice to Winchester City Council, where an "Article 4" direction had been introduced last May to limit overall numbers and concentration of HMOs in the interest of maintaining a balanced mix of residential accommodation. Members noted this could take up to a year following a period of consultation, as developers are encouraging buy-to-let, and a number of management companies are allowed to exist. B/Cllr Pollock suggested that a question could be presented to WBC's Executive.

Following a discussion, Cllr Grimes proposed the following motion, seconded by Cllr Lias: "In view of the additional houses being built across the borough, Shinfield Parish Council supports WBC in undertaking a review of HMOs, with a view to tightening up the rules and introducing restrictions for existing and future housing developments". The motion was carried unanimously, and it was proposed and agreed that the parish council would submit a question to WBC's Executive regarding HMOs.

The Borough Councillors left the meeting at 20.30 hrs.

89.3 **Committee reports:**
89.3.1 **Communications and Policies**
19 January 2017 meeting:

Cllr C Hughes reported on the meeting of the 19 January 2017.

Cllr C Hughes reported that the date of Saturday 21st October 2017 had been set for the Arts Trail, and hence would be a separate event to the St Michael's Arts Festival.

Cllr Clarke highlighted a proposal suggested some 3 years ago for a "Know your Parish" event. The Clerk agreed to draft an itinerary for the summer and also to circulate a list of parish council-owned assets.

Cllr C Hughes highlighted revisions to the draft community engagement policy (previously circulated). One further amendment was proposed, on page 5 under "Neighbourhood Plan": lines 1-3 to read "the Parish Council now has a Neighbourhood Plan to show how the community would like the area to be developed up to 2026". Members agreed the proposed change unanimously.

It was proposed and **RESOLVED** by members to adopt the Council's revised community engagement policy with the amended wording.

It was proposed and **RESOLVED** by members that the approved minutes of the 19 January 2017 meeting be adopted.

89.3.2 **Planning and Highways:**

30 January 2017

Cllr Peer reported on the meeting of the 30 January 2017.

Cllr Peer highlighted in particular the decision on Spencers Wood Post Office.

Cllr Clarke commented on application no 161255 and issues opposite Sussex Lane. Members further discussed access to the site and the need for a safe crossing to Langley Mead SANG. Cllr Pike asked if the footpath at Hyde End Lane could be upgraded to eliminate the bend in the road; however Cllrs Peer and P Hughes thought not as WBC did not have the resources. Cllr Pike commented this could be a possible use of CIL monies.

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

89.3.3 **Recreation and Amenities**

6 February 2017

Cllr Clarke reported on the meeting of 6 February 2017

Regarding the item on CCTV, Cllr Pike asked about the use of dummy cameras to save money; however, Cllr Clarke responded this would not be possible, as the cameras provide supporting evidence for police enforcement. Cllr Clarke emphasized the replacement camera at Spencers Wood Pavilion was within the current year's budget. However, it was noted that the committee had not approved a replacement camera for the rear of the parish hall, in favour of gating off the side passageway.

Cllr Clarke reported that the clearing of Grazeley Road Pond was an unbudgeted item, as the parish council had taken over regular maintenance of the pond from a local volunteer. The local History Group is now looking at the historic interest of the pond.

Cllr Pike commented that the Grants Working Party has requested a list of all organisations which currently use the parish hall and pavilion rent-free. The Clerk reported this is work in progress.

Parish hall refurbishment: Cllr Clarke and P Hughes introduced a report (previously circulated) and also summarized the VAT position as outlined in a letter dated 8th February 2017 from the parish council's accountant, Mr Alan Harland. Cllr Grimes proposed that in view of rising costs, the level of contingency allowed for the project should be increased to 15% of the total project costs. Members agreed this unanimously.

It was proposed and **RESOLVED** by members to approve the recommendations of the Recreation and Amenities Committee on the planned upgrade of the parish hall.

It was proposed and **RESOLVED** by members that the draft minutes of the 6 February 2017 meeting be adopted.

89.3.4 **Finance and General Purposes Committee**

8 February 2017

Cllr Grimes reported on the meeting of 8 February 2017, which had been re-arranged from 26 January 2017 to allow members to attend WBC's January Executive meeting.

Cllr Peer reported she had submitted her signatory form to the RBS branch.

Cllr Grimes highlighted the main purpose of the meeting had been to recommend the grant awards in the second round of grant applications for 2016/17. Members noted the recommendations, and also that there had been an application from Spring Gardens Lunch Club which had subsequently been withdrawn.

It was **RESOLVED** to approve the decisions for grant awards in the second round of applications for 2016-17 as reported in the committee's minutes.

It was proposed and **RESOLVED** by members that the draft minutes of the 8 February 2017 meeting be adopted.

89.4 **Reports from Outside Bodies:**

89.4.1 **Borough/Parish Liaison Forum 23 January 2017**

Cllr Peer reported on the recent Forum meeting (minutes previously circulated) which had focused on the following: consultation with the parishes on the introduction of civil parking enforcement planned to go live in October; and community governance reviews and issues raised by the parishes, which would be considered by WBC on 23rd February 2017. Any lessons learnt from the process would be fed into future reviews. A further update was anticipated soon. Members noted that discussion on the borough's asset review programme had been deferred to the next meeting.

89.4.2 **Berkshire Association of Local Councils (BALC)**

Cllr Peer reported on a recent meeting of BALC, which had considered the future of the Wokingham District Association of Local Councils (WDALC).

89.4.3 **Pearmans' Copse Residents Association 28 January 2017**

Cllr Peer reported on a recent meeting of the Pearmans' Copse Residents Association, which had been very successful and well-attended, including the police. Achievements to date include a new website, neighbourhood watch, new signs, and pro bono legal advice, and more events were planned. Members discussed how more residents associations could be rolled out and supported across the parish, particularly in light of the recent Government White Paper.

89.4.4 **WBC Transport Vision Workshop 25 January 2017**

Cllrs Grimes and Lias had attended the workshop at Shute End but expressed their concerns that overall there had been little evidence of strategic goals in terms of demand/reduction: technical solutions had been presented but no timescales for delivery. Cllr Grimes highlighted that Shinfield is a commuter-area, facing the prospect of complete gridlock across the parish with no real way forward, as few jobs are being generated where people live, despite some home-working. Cllr Lias commented the meeting had been in 2 parts: consideration of the highways maintenance contract; and a broader discussion across the transport agenda, including Crossrail, SMART motorways etc. Cllr Lias highlighted the Department for Transport Code of Practice on collaboration and planning project boards to be set up as part of a 2-year plan; but to date there are no further details.

89.4.5 **Shinfield Association 30 January 2017**

Cllr Clarke reported the Association is currently preparing a business plan for the parish council on Millworth Lane, although they have no funds and are currently facing major problems with recruitment of volunteers, turnover of personnel in organisations, playground maintenance, and vandalism at weekend. The land is currently being assessed but should be properly rested. Cllr Clarke highlighted that Andy Glencross from WBC is meeting with the parish council on 14th February

2017 to discuss the Ryeish Green Sports Hub. The Clerk asked anyone interested in attending the meeting to contact the Clerk.

- 89.4.6 Spencers Wood Village Hall Management Committee 6 February 2017
Cllr Grimes had attended the meeting as substitute for Cllr P Hughes, who was attending the Recreation and Amenities Committee meeting. Cllr Grimes reported the accounts had been circulated at the meeting which showed an income of £18K-£20K. The Management Committee had bought chairs for the village hall following an unsuccessful grant application to the parish council; and this year will make a profit, with similar hall hire numbers to the parish council. There had been reports of anti-social behavior on a Friday night possibly be linked to Spencers Wood Pavilion Youth Club, which they have raised with the PCSOs, and are planning to discuss with the parish council regarding security and CCTV.

This led to a wider discussion on the potential use of CIL funds in the future, and the need to think more strategically about improving community facilities at Spencers Wood, including the Pavilion, the Recreation Ground, Library, Hall and the parish council. Early consideration will be given by the Recreation and Amenities Committee.

- 89.4.7 Grazeley Village Hall Management Committee
Cllr P Hughes reported on the recent meeting, which had focused on proposals for an extension; but a number of planning conditions had not been met, hence planning permission had expired. There were a number of new people on the Management Committee. The next Management Committee meeting is on 28 February 2017.

89.5 **Clerk's Report:**

- 89.5.1 The Clerk highlighted the report prepared by the Deputy Clerk on the Shinfield Surface Water Management Plan meeting on 31 January (previously circulated). A bi-monthly meeting has been agreed to create a surface water management plan.
- 89.5.2 The Clerk had attended the borough-wide Clerks Forum on 18 January, which had focussed on the Borough/Parish Liaison Forum meeting. There had also been a presentation from the "Involve" organisation which provides development and support, training and funding advice for voluntary and community organisations in the Wokingham and Bracknell areas. Involve runs the "Community Navigation Scheme" which is social prescribing service run by volunteers operating in partnership with GP surgeries, who make it easier to access community activities, social support and other non-medical services.
- 89.5.3 The Clerk reported on training she had attended with the Deputy Clerk and Cllr Peer on 31 January on end of year processes; and free Locality training on marketing and PR.
- 89.5.4 The Clerk reported on the 2017 BALC training programme announced so far, which includes: Planning Framework 7th March (course full, but another date to be announced soon); Introduction to Social Media on 29 March; Chairmanship Skills 13 June; Fundamental Councillor training 27 June. Any members interested in attending these courses to contact the Clerk as soon as possible.

16/90

Neighbourhood Plan Update

- 90.1 Members noted that following the successful local referendum on 8 December 2016, WBC's Executive had confirmed at its meeting on 26 January 2017 that the Plan has been brought into legal force from 3 February 2017 under section 38A(4) of the Planning and Compulsory Purchase Act 2004 Confirmation that Plan now in legal force. The Plan is now referred to as appropriate in planning considerations.

90.2 Members also noted that WBC has adopted a new CIL regulation 123 list to ensure a more transparent system for collecting developer contributions.

16/91 **Invoices**

91.1 Members reviewed the list of invoices for late January 2017 and February 2017.

91.2 It was proposed and **RESOLVED** that invoices 437-478 for late January and February, including salaries for January, expenditure totaling £29,109.38 be **APPROVED** and paid. Please see appendix 1.

16/92 **Correspondence**

The following correspondence items were noted:

92.1 Royal Berks Fire and Rescue Service redesign consultation

92.2 WBC Training Session at Shute End on “What has the Local Plan ever done for us?” on 27 March 2017, 7-9pm

16/93 **Date of next meeting**

The date of the next council meeting was confirmed as Monday 13 March 2017.

The meeting ended at 21:26 hrs.

Action items:

Minute Ref	Details	Action by
89.1.2	Draft agenda for Council visioning workshop for discussion at March Council	Clerk/Cllr P Hughes
89.1.4	Confirm attendance at Chairman’s Dinner	All
89.2.4	Investigate WBC’s arrangements for the borough’s Sustainable Drainage Systems and report back	B/Cllr Pollock
89.2.5	Submit a question to WBC’s Executive regarding future policy on HMOs	Clerk/Cllr P Hughes

Appendix 1: Invoice items for the February council meeting

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
437	4250	Wokingham Borough Council	Rates	Jan-17	942.00	-	942.00
438-452		Various	Salaries	Jan-17	9,333.14		9,333.14
453		cash	petty cash	Jan-17	175.99	6.21	182.20
454	4060/101	Staples UK Ltd	Stationery	Jan-17	8.71	1.74	10.45
455	4045/101	Thomas Fattorini Ltd	Chairman's Regalia	Jan-17	508.08	101.62	609.70
456	4254/205	D&S Thompson Contractors Ltd	Grazeley Road Pond maintenance	Jan-17	1,875.00	375.00	2,250.00
457	4401/203	ISS Facility Services Ltd	Bin emptying	Jan-17	216.67	43.33	260.00
458	4047/101	MFG UK Ltd	IT Support	Jan-17	339.15	67.83	406.98
459	4355/201	Oakleaf building Surveyors ltd	Parish hall refurbishment project	Jan-17	2,900.00	580.00	3,480.00
460	4110/101	Allianz	Playground inspection	Jan-17	1,304.70	260.94	1,565.64
461	4254/201	PRS for music	performance rights for SPH	Jan-17	585.14	117.03	702.17
462		Wokingham Borough Council	Lease works for SPH	Jan-17	5,000.00	1,000.00	6,000.00
463	4255/201	Walmsley Residential Lettings Ltd	Lease of land at SPH April 16 - March 17	2016/17	200.00	-	200.00
464	4253/301	Eon	Electricity supply RBL site	Jan-17	17.84	-	17.84
465	4085/401	Carrera UK Ltd	Website fees	Jan-17	86.66	17.33	103.99
466	4254/201	Thames Valley Region Ltd (DynoRod)	SPH drain clearance	Jan-17	130.00	26.00	156.00
467	4254/203	Elite Security Group	Alarm response SWP	21.1.2017	25.00	5.00	30.00
468	4046/101	Lloyds Bank PLC	Account charges	Dec / Jan 17	25.00	-	25.00
469	4045/101	Rialtas Business Solutions Ltd	Allotment software	For 2017	113.00	22.60	135.60
470	4400/204	Southern Stump Removal	Tree stump removal Kendal Ave PG	Jan-17	385.00	77.00	462.00
471	4008/101	Kerry Taylor	Mileage - January 2017	Jan-17	31.05	0.00	31.05
472	Various	Katy Hughes	Expenses	Feb-17	75.54	2.36	77.90
473	4075/203	BT	Phone and BB SWP	Feb-17	30.10	6.02	36.12
474	4075/101	BT	Phone and BB SPH (Incl CCTV lines)	Q3	1,061.21	165.94	1,227.15
475	4400/205	Paul Murdock Land Services	Hedge cutting around allotment sites	Feb-17	485.00	97.00	582.00
476	4060/101	Staples	office Stationery	Feb-17	20.41	4.08	24.49
477	4045/101	Thames Valley Police	contribution to Speed Indicator Device	Feb-17	200.00	0.00	200.00
478	4251/206	Thames Water	Water Services for Millworth Lane allotments and School Green at Millworth Lane, allotments	30 Nov- 8 Feb 17	57.96		57.96
					26,132.35	2,977.03	29,109.38

Code	Petty cash - January 2017	£
4045/101	Milk and coffee	14.54
4254/201	Window cleaning SPH	15.00
4254/203	Window cleaning SWP	9.00
4254/201	Cleaning goods and kitchen equipment	25.67
4055/101	Stamps / Postage	44.77
4050/101	Office admin goods	32.23
4008/101	Parking	1.00
4254	CO2 detectors	34.99
4050/101	Lighting	5.00
	TOTAL	182.20