

Minutes approved on:	
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Clerk: Mrs S E Roberts  
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## **DRAFT**

### **Minutes of a meeting of Shinfield Parish Council held on Monday 13 March 2017 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.**

Present: Cllrs N Boyer, P Emmet, A Grimes, P Hughes (Ch), D Lias, A Masood, I Montgomery, R Pike.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), B/Cllr Patman, Mrs B Mumford (Resident).

16/94 **Public Questions**  
There were none

16/95 **Apologies and declarations of members' interests**  
95.1 Apologies were received and accepted from Cllrs I Clarke, G Hewett, C Hughes and D Peer.  
95.2 There were no declarations of members' interest.

16/96 **Minutes**  
96.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 13 February 2017 were a correct record of the meeting and these were signed by Cllr P Hughes.  
96.2 Matters arising:  
96.2.1 Council visioning workshop  
Cllr P Hughes noted that the draft agenda for the vision meeting is listed for further discussion this evening.  
96.2.2 WBCs arrangements for the borough's Sustainable Drainage System  
Cllr P Hughes asked B/Cllr Patman to follow up with B/Cllr Pollock regarding a question about management and inspection of SUDS.  
96.2.3 Development creep concerns  
The Clerk reported that she has written twice to B/Cllr Mark Ashwell and Josie Wragg to discuss concerns over development creep, but is yet to receive a response. Cllr Pike asked whether other parish councils experience issues with obtaining responses from the Borough Council. The Clerk offered to follow up with other Clerks at the next Clerk's Forum meeting on Wednesday 15 March.  
96.2.4 HMO question  
Cllr P Hughes reported that a question about HMOs will be asked at the WBC March Executive meeting, and the question will be finalised at the Development Board meeting this week.  
96.2.5 Parish Hall Refurbishment  
Cllr P Hughes confirmed that the tender process is now underway for the refurbishment of the parish hall. The Clerk reported that a CCTV survey of the parish hall drainage has been carried out, as part of the preliminary refurbishment works.  
96.2.6 Grant awards

The Clerk reported that letters of thanks have been received from the Berkshire MS Therapy Centre and the Veteran Trees Association. Members noted a written report by Cllr Montgomery on the Shinfield North Community Group.

16/97

## **Reports**

### **97.1 Chairman's Report**

- 97.1.1 Cllr P Hughes reported on a meeting held with Andy Glencross from WBC on 14<sup>th</sup> February, to discuss the grass pitches at Ryeish Green. He reported that the proposals would be discussed at R&A and a recommendation would be put to full council.
- 97.1.2 Cllr P Hughes reported on the successful Pancake Day Race, held on School Green on 28 February. He reported that money was raised for the Lion and Dolphin Ward at the Royal Berkshire Hospital. Cllr P Hughes thanked the Shinfield Baptist Church for organising the event.
- 97.1.3 Cllr P Hughes reported on the successful Chairman's Dinner held on 3 March 2017, which was well attended.
- 97.1.4 He reported on a meeting with Rev. Paul Willis to discuss land off Church Lane, Shinfield, belonging to the Oxford Diocese.
- 97.1.5 Cllr P Hughes reported on a presentation from Barton Wilmore on Thursday evening, ahead of the Planning and Highways meeting. The presentation will repeat the information given at the public exhibition on Friday 10<sup>th</sup> March, on the second phase of the West of Shinfield development. All members are invited to attend.
- 97.1.6 Cllr P Hughes reported on the Annual Parish Meeting, scheduled for Thursday 27 April at 19:30. He reported that there will be presentations from the Shinfield Volunteer Group, on footpaths, and from Oakbank School. All councillors are requested to attend. The presentations will be followed by light refreshments.

### **97.2 Borough Councillors' Report**

- 97.2.1 B/Cllr Patman reported that he has been trying to get answers on the delays to completion of the Eastern Relief Road. He reported that he has asked for an enquiry into the delays, to identify the reasons.  
Cllr P Hughes asked about the noise monitoring issues, and B/Cllr Patman reported that he has been working to get more mature landscaping planted between the road and the Oatlands Road housing.  
Cllr P Hughes raised concern about the 'low noise' road surface, anecdotal evidence of its durability, and the ongoing cost of maintenance, particularly if the road is subject to hundreds of aggregate lorry movements weekly.  
Cllr Lias asked whether there were plans for a barrier along the initial stretch, as there is an adverse camber and the road is raised up.
- 97.2.2 B/Cllr Patman reported that the Borough Council had considered a policy on Homes in Multiple Occupation (HMOs) in 2015, but had decided that it was not pertinent to continue to pursue a policy, as it was felt that there was only one development in the borough that was being adversely impacted by HMOs. He reported that the cost of implementing a policy was considerable, and extensive consultation is required. He noted that the situation may have changed since 2015, and that the Parish had an option to raise the issue again with the Borough Council.
- 97.2.3 B/Cllr Patman reported on concerns from residents over the road surface on Oatlands Road. Members noted that the Planning and Highways Committee has reviewed requests before to resurface the road, but as an unadopted road, it requires the agreement of all the householders. Members noted concerns over the use of the road as a 'rat-run'. B/Cllr Patman reported on concerns from residents over the use of the road by large construction vehicles.  
Cllr P Hughes noted concerns raised to the WBC Highways Department about large vehicles on Hyde End Road, straddling the centre of the road, and large vehicle track marks on the grass verges, as well as reports from residents of vehicles mounting the kerbs and verges to pass.

- 97.2.4 B/Cllr Patman reported on a recent planning appeal in Charvil, where the appeal was won based on the 5 year land supply issue (application F/2014/2503). Cllr Grimes noted that the housing delivery rate has fallen short each year, which increases the annual requirement, year on year.
- 97.2.5 Cllr Grimes asked B/Cllr Patman about the gravel extraction proposal. Cllr Grimes asked about the public benefit of the proposals, and a requirement for controls over the route for aggregate lorries travelling to and from the site.
- 97.2.6 Cllr Boyer asked whether the new school was on course for opening in September.

*B/Cllr Patman left the meeting at 20.10 hrs.*

97.3 **Committee reports:**

97.3.1 **Planning and Highways:**

In Cllr Peer's absence, Cllr P Hughes reported on the meeting of the 20 February 2017.

Cllr Grimes drew members' attention to application 170138 relating to Cllr Clarke, and Cllr Boyer drew members' attention to application 162732, for housing on land to the rear of Diana Close, Spencers Wood, which was recently refused.

Cllr Grimes drew members' attention to application 170198, where landscape buffer has been converted to residential parking.

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

97.4 **Reports from Outside Bodies:**

97.4.1 **Shinfield Association**

The Clerk reported on a meeting of the Shinfield Association on 27 February. She reported that their business plan is being finalised with a view to meeting with the parish council. Cllr P Hughes noted that any proposals for Millworth Lane should be considered in conjunction with the grass pitches at Ryeish Green.

Members discussed recreation space at Millworth Lane. Cllr P Hughes reported that he is meeting with Nigel Frankland from the University of Reading later this week, where further information on recreation space may be forthcoming.

97.4.2 **Grazeley Village Hall Management Committee**

Cllr Peter Hughes reported on his recent attendance at a meeting of the Grazeley Village Hall Management Committee.

97.4.2 **Neighbourhood Action Group (NAG)**

The Clerk reported on the NAG meeting held on 8 March 2017. She reported on three key issues discussed at the meeting:

- A Shinfield North report and video presentation on the theatre workshop run at the parish hall in February half term, which was part funded by a grant from the Parish Council.
- A report from Roger Cranstone, Pearmans Copse Residents' Association, speaking about Homes in Multiple Occupation (HMOs).
- Petition on the speed limit that featured in the newsletter.

97.4.3 **AWE Local Liaison Committee meeting**

Cllr Montgomery reported on a recent AWE local liaison committee meeting. He reported on the expected changes to the evacuation area for AWE Burghfield, which the Office for Nuclear Regulation (ONR) is currently looking into.

- 97.5 **Clerk's Report:**
- 97.5.1 The Clerk highlighted the draft report received from the internal auditor, which will be reviewed at the next Finance and General Purpose Committee meeting. She noted that the overall conclusion in the report was the financial records are well maintained and appear complete and fit for purpose. The control systems and procedures appear efficient and effective. The report highlighted some minor changes to the Finance Regulations required to use a credit card.
- 97.5.2 The Clerk reminded members of the date of the annual Litter Pick – as Sunday 2 April, at the Parish Hall from 10:30 onwards. Refreshments will be provided, and members were asked to come along and support the event.
- 97.5.3 The Clerk reported on her, and the Deputy Clerk's attendance at some free training sessions on PR and marketing.
- 97.5.4 The Clerk reported on her attendance at a recent joint Clerks' meeting with senior officers from WBC. She reported that the borough grass cutting schedule is due to start soon. She reported on a presentation on the local plan update, but noted that there was no new information to share.
- 97.5.5 The Clerk reported on a recent meeting with the Watch Manager from Berkshire Fire and Rescue Service. Cllr Pike asked about a recent initiative to install smoke alarms.
- 97.5.6 The Clerk reported on the following training opportunities for members:
- Social Media course on Wednesday 29 March (daytime)
  - Planning training on Tuesday 16 May (evening)
  - Chairmanship training on Tuesday 13 June (evening)
  - Fundamental Councillor Training on Tuesday 27 June (evening)
  - Budget setting training on Tuesday 12 September (evening)
- Any member interested in attending any of these courses should speak to the Clerk.
- 97.5.7 The Clerk reported that from 1<sup>st</sup> April, the office opening hours will be 09:00 until 15:00 Monday to Thursday, and 09:00 until 12:30 Fridays. Cllr P Hughes reminded members wishing to visit the office to speak to staff should make an appointment in advance.

16/98

**Council Business Planning Workshop**

- 98.1 The Clerk reported on the draft agenda for the council business planning session, scheduled for Thursday 23 March 2017.
- 98.2 The meeting will be an opportunity to review the council's achievements against previously agreed objectives, to review what has gone well, what additional things the council should be doing, and what's needed to remove the barriers to allow the council to do these things? There will be a break at the mid-point for food, followed by a session to review the principles for CIL.
- 98.3 Following extensive discussion, members agreed to re-order the agenda and place a 2-minute personal statement by councillors on CIL proposals, to the end of the session.

16/99

**Invoices**

- 99.1 Members reviewed the list of invoices for late February 2017 and March 2017.
- 99.2 It was proposed and **RESOLVED** that invoices 479-530 for late February and March, including salaries for February, expenditure totaling £24,005.57 be **APPROVED** and paid. Please see appendix 1.

16/100

**Correspondence**

The following correspondence items were noted:

- 100.1 Economic development strategy for the next 5 years from Wokingham Borough Council

100.2 Raffle tickets available for the ball at Trunkwell House on 25 March, in aid of the Berkshire Cancer Centre.

16/101 **Date of next meeting**

The date of the next council meeting was confirmed as Monday 10 April 2017.

*The meeting ended at 21:35 hrs.*

**Action items:**

Minute Ref	Details	Action by
96.2.3	Follow up with officers at WBC re meeting on development creep	Clerk
96.2.4	Finalise HMO question at Development Board meeting	Clerk / Members
97.5.2	Advise the Clerk if you are able to attend / assist with the Litter Pick event on Sunday 2 April	All members
97.5.6	Speak to the Clerk if you wish to attend any of the listed training courses	All members

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

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
479	4300/101	Citizens Advice Reading	Grant	Feb-17	700.00	-	700.00
480	4300/101	Berkshire MS Therapy Centre	Grant	Feb-17	600.00	-	600.00
481	4300/101	Pearmans Copse Residents' Association	Grant	Feb-17	200.00		200.00
482	4300/101	Readibus	Grant	Feb-17	2,000.00		2,000.00
483	4300/101	Shinfield Parish Volunteer Group	Grant	Feb-17	1,830.00		1,830.00
484	4300/101	Shinfield North Community Group	Grant	Feb-17	220.00		220.00
485	4300/101	Wokingham Dist. Veteran Tree Association	Grant	Feb-17	50.00		50.00
486	4300/101	Cruse Bereavement Care	Grant	Feb-17	500.00		500.00
487	4300/101	Shinfield Voluntary Car Service	Grant	Feb-17	2,504.00		2,504.00
488	4250/301	Wokingham Borough Council	Rates - RBL site	Feb-17	491.00	-	491.00
489-502		Salaries	Salaries, PAYE and LGPS	Feb-17	9,440.27	-	9,440.27
503	4254	Berks Extinguisher Service	Fire extinguisher service all sites	Feb-17	150.00	30.00	180.00
504	4253/301	EON	Power supply RBL site	Feb-17	5.34	-	5.34
505	4251	Thames Water Supplies	Water supply various locations	Nov to Feb	123.05	-	123.05
506	4046/101	Lloyds Bank PLC	Account fees	Jan/Feb 17	25.00	-	25.00
507	4047/101	MFG UK Ltd	New laptop and IT support / Backup	Feb-17	1,351.25	270.25	1,621.50
508	4254	Biffa Waste Services Ltd	Waste and recycling SPH	Mar to Jun 17	267.54	53.50	321.04
509	4086/401	Urban Planet Comms Ltd	Newsletter printing	Feb-17	316.00	-	316.00
510	4254	GLS Educational Supplies Ltd	Cleaning and office supplies	Feb-17	213.38	42.68	256.06
511	4254/201	Alpine Controlled Cleaning	Hall cleaning (holiday cover)	Feb-17	90.00	18.00	108.00
512	4254/201	A1 Locksmiths (Berks) Ltd	New parish hall keys	Feb-17	64.16	12.83	76.99
513		K Hughes	Expenses (see below)	Feb-17		1.49	

					61.30		62.79
514	4254/201	S Roberts	Plates for the parish hall	Feb-17	63.00	0.00	63.00
515	4085/401	Carrera UK Ltd	Website fee	Feb-17	86.66	17.33	103.99
516	4060/502	Pop Developments Ltd	Printing of footpath maps	Feb-17	36.00	7.20	43.20
517	4401/203	ISS Facilities Services Ltd	Bin emptying	Feb-17	216.67	43.33	260.00
518	4253	SSE	Power supply various locations	Nov to Feb	587.04	29.34	616.38
519	4040	Berkshire Training CIC Ltd	3 places on End of Year Process training	Feb-17	120.00	24.00	144.00
520	4254/201	Token Security Solutions Ltd	SWP evening patrols	Feb-17	16.00	3.20	19.20
521	4086	D2D distribution Ltd	Newsletter Distribution	Feb-17	485.00	97.00	582.00
522	4401/203	Spencers Wood VH Management Committee	50% of bin cost	Mar to Jun 17	128.94		128.94
523	4008/101	Kerry Taylor	Mileage	Feb-17	22.95	0.00	22.95
524	4254/201	DSC Securities Ltd	New alarm fobs	Feb-17	45.00	9.00	54.00
525		Cash	Petty cash	Feb-17	150.87	0.00	150.87
526	4060/101	Ricoh Capital Ltd	Copier hire	March to May	77.51	15.50	93.01
527	4400/204	N Smith	Kendal Avenue tree works	Mar-17	225.00	0.00	225.00
528	4008/101	Ian Montgomery	Mileage - travel to 2 x AWE meetings	Dec and Mar	18.00	0.00	18.00
529	4252/203	British Gas	Gas supply SWP	Nov to Mar	478.73	23.93	502.66
530	4075/101	British Telecom	Phone and Broadband - SWP	Mar-17	45.91	9.18	55.09
					<b>24,005.57</b>	<b>707.76</b>	<b>24,713.33</b>

Code	Petty cash - February 2017	£
4055/101	Stamps	39.21
4060/101	Stationery	2.99
4045/101	Milk, Coffee, refreshments	24.97
4254	Window cleaning	24.00
4008/101	Parking and travel	27.70
4087/402	Pancake race entry	20.00
4045/101	Text credit – text magic	12.00
<b>TOTAL</b>		<b>150.87</b>