

Minutes approved on:	
----------------------	--



Clerk: Mrs S E Roberts
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 16 January 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, A Masood, I Montgomery, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), B/Cllr Bath, B/Cllr Patman, Mr Darrell Lias (Resident).

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

16/76 **Public Questions**

There were none

16/77 **Co-option of Mr Darrell Lias**

Mr Darrell Lias introduced himself to members and spoke briefly about his reasons for wishing to join the council.

Mr Lias left the room whilst members considered his application to join the council.

Members voted unanimously to co-opt Mr Lias to Shinfield Parish Council for the ward of Grazeley. Cllr Lias was welcomed back into the room.

16/78 **Apologies and declarations of members' interests**

78.1 Apologies were received and accepted from Cllrs C Hughes and P Hughes, and B/Cllr Pollock.

78.2 There were no declarations of members' interest.

16/79 **Minutes**

79.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 12 December 2016 were a correct record of the meeting and these were signed by Cllr A Grimes.

79.2 Matters arising:

79.2.1 Chairman's Dinner

Members noted that the Chairman's Dinner has been changed to 3rd March.

79.2.2 Staff credit card

The Clerk confirmed that the application has been submitted.

79.2.3 Training Sessions

Members were asked to review the training sessions previously detailed and submit any requests to attend to the Clerk. Following discussion, the Clerk was asked to add a discussion on training to the next Staffing Committee agenda, with a suggestion that the committee recommend when refresher training should be undertaken.

79.2.4 Budget queries

The Clerk confirmed that no budget queries had been received from members.

79.2.5 Meeting with Mark Cupit and Mark Ashwell

Cllr Peer expressed disappointment that the issue of development creep between Spencers Wood and Swallowfield, and development to the west of the Basingstoke Road had not been discussed at the meeting. Following discussion, the Clerk was asked to write to the Head of Planning at Wokingham Borough Council to ask for a further meeting, noting that the council has a concern that the SDL process within the South of M4 SDL is not able to successfully manage development within the parish, and protect the green separation wedges.

16/80

Reports

80.1 Chairman's Report

- 80.1.1 Cllr Grimes welcomed Cllr Lias to the council on behalf of the Chairman.
- 80.1.2 Cllr Grimes reminded members of the planned closure of the Arborfield Road from 9pm on Friday 20th until 6am on Monday 23rd January. Cllr Clarke reminded members of the planned closure of Church Lane from The Six Bells Public House to the junction with Hyde End Lane, from 3rd February to 30th March for drainage works. Members discussed the current highways situation within the parish. Following discussion, the Deputy Clerk was asked to invite the Highways and Street Works Team to come and speak to the Planning Committee about the co-ordination of works within the parish.
- 80.1.3 Cllr Grimes reported that the Neighbourhood Plan is recommended to form part of the Wokingham Borough Development Plan at the Wokingham Borough Council Executive Meeting on Thursday 26th January.

80.2 Borough Councillors' Report

- 80.2.1 B/Cllr Patman reported that he has been consistently reporting local concerns over traffic problems and highways works. The Deputy Clerk asked whether traffic works on the Basingstoke Road could be limited to off-peak only, due to the knock on impact that temporary traffic lights have had on traffic, backing up onto the A33 and the M4 motorway.
Cllr Pike asked whether a WBC traffic officer can visit sites when problems with traffic lights are reported. Members discussed the matter and B/Cllr Patman noted that there should be improvements in how issues raised by residents are handled by the Borough Council, as part of the 21st Century works program.
Cllr Grimes asked whether statistics are available for local works, traffic delays etc.
- 80.2.2 B/Cllr Patman reported that there had been no further discussion over the sport and leisure strategy over the Christmas and New Year period.
- 80.2.3 B/Cllr Batth reported on the installations of new kitchens and bathrooms in Shinfield Rise properties.
- 80.2.4 B/Cllr Batth congratulated the Parish Council on the Neighbourhood Plan referendum success.
- 80.2.5 B/Cllr Batth reported that the Shinfield North Flat continues to work successfully within the community.
- 80.2.6 B/Cllr Batth reported on a meeting scheduled for Monday 23rd January to discuss Shinfield Park parking issues with the local police.
- 80.2.7 B/Cllr Patman reported on a housing White Paper that is expected to be published shortly.
- 80.2.8 B/Cllr Batth spoke about the Neighbourhood Action Group (NAG) meeting. Cllr Grimes asked Cllr Pike to report on the recent NAG meeting.

80.3 Neighbourhood Action Group (NAG) report:

- 80.3.1 Cllr Pike reported on the NAG meeting held on Wednesday 11 January 2017.
- 80.3.2 He reported on a change in the way police incidents were reported at the meeting.
- 80.3.3 He reported that the police expect to purchase the speed monitoring equipment that the Parish Council contributed towards, within the next three months.
- 80.3.4 Cllr Pike reported that Chris Young, Chairman of the NAG group, had asked attendees for suggestions to improve the attendance at meetings. He reported

- that the Chairman had asked for Borough Councillors and WBC Officers to attend the meetings. Cllr Pike reported that there were a dozen or so regular attendees.
- 80.3.5 The Clerk had reported that Chris had been in touch with her, and noted that there are a number of synergies between the works of the Parish Council and the NAG, particularly in its relationship with the police and in relation to traffic issues.
- 80.3.6 The Clerk reported on a request from the NAG for an open-day type session, working closely with the Borough Council, to cover some wider community interest areas, where there is potential for a joint agenda between the Parish Council and the NAG. Cllr Peer asked for parking enforcement to be added to any agenda.
- 80.3.7 Cllr Clarke reported on issues in Three Mile Cross.

Cllr Masood left the meeting at 20:40 hrs

- 80.3.8 B/Cllr Patman noted that the NAG groups had been established by the police, but that roughly two thirds of the groups across the Borough have now ceased to exist. B/Cllr Bath reported that he intended to meet with the Chairman of the NAG to discuss ways in which the meetings can become more effective. Cllr Grimes asked B/Cllr Bath to return and report on the outcomes going forward.

B/Cllrs Bath and Patman left the meeting at 20:50 hrs

80.4 **Committee reports:**

80.4.1 **Planning and Highways**

22 December 2016 meeting:

Cllr Peer reported on the meeting of the 22nd December 2016.

Cllr Grimes drew members' attention to the consultation on the local transport plan and the responses from the committee.

Cllr Montgomery asked a question on one matter.

It was proposed and **RESOLVED** by members that the approved minutes of the 22 December 2016 meeting be adopted.

9 January 2017 meeting:

Cllr Peer reported on the meeting of the 9 January 2017.

The Deputy Clerk reported on the discussion around the Speed Indicator Device and some suggestions for taking the proposals forward.

Cllr Peer highlighted the meeting scheduled for 25 January 2017 at Shute End, to receive a report on the Local Transport Plan Update.

It was proposed and **RESOLVED** by members that the draft minutes of the 9 January 2017 meeting be adopted.

80.4.2 **Finance and General Purposes Committee**

Cllr Grimes reported on a recent meeting of the Finance and General Purposes Committee meeting.

He reported on the recently received CIL report and the need for the council to identify capital projects.

Cllr Grimes gave a verbal update on the new community centre.

Cllr Clarke asked about the proposal to upgrade to BT infinity for Spencers Wood. Members discussed the matter. Following discussion, members proposed, and it was **RESOLVED** to approve the upgrade in the current financial year. It was proposed and **RESOLVED** by members that the draft minutes of the 9 January 2017 meeting be adopted.

80.5 **Clerk's Report:**

- 80.5.1 The Clerk reported on recent advice from BALC that the council is unable to proceed to the next Quality level, as it does not currently meet the democratic mandate criteria, i.e. that at least two-thirds of councillors must be elected rather than co-opted. This does not affect the parish council's current foundation status. .
- 80.5.2 The Clerk reported on a request from the Swallowfield Heart Start group to site a defibrillator on the exterior wall of the Parish Hall. She reported that the Co-operative group has taken a nation-wide decision to remove defibrillators from the exterior of all their retail units. Members unanimously approved the request, subject to approval from Shinfield United Charities.
- 80.5.3 The Clerk reported that a meeting with the WBC Assets Manager was cancelled, but that the Clerk now holds a list of all WBC assets within the parish. She reported on the responses received on a number of items on the list.
- 80.5.4 The Clerk reported that the parish hall refurbishment project is moving forward, and that she is carrying out a review of the security systems for the council's buildings.

16/81 **Budget Outturn and Draft Budget**

- 81.1 The Clerk reported on the budget papers circulated to members.
- 81.2 Following a brief discussion, members approved that the budget was balanced.
- 81.3 It was proposed and **RESOLVED** that the budget be adopted, and a zero increase in the precept was **APPROVED**.

16/82 **Local Plan Update**

- 82.1 The Deputy Clerk reported on the status of comments on the sites within the parishes.
- 82.2 Cllr Grimes asked members to review the comments proposed at the 12 January meeting. Following discussion, members **APPROVED** the following over-arching statement for the principle of further development within the parish from 2026 to 2036:

Shinfield Parish Council notes the challenge posed by a request to review sites, in the context that proposed mitigation for the existing approved development, has not yet proved to be effective.

Transport

- Development in and around Shinfield Parish requires a robust, mutually agreed transport model.
- Junction 11 of the M4 is already at capacity in peak hours. Current planned development will further add to this, and yet more residential development on the Basingstoke Road and A33 corridor is, at present, unsustainable from a transport perspective. Consideration needs to be given to the provision of transport in new developments. There must be options for express public transport routes (e.g. buses and enhancement of railway options such as Winnersh Triangle Station and the Reading / Basingstoke line) to key locations for commuter travel, rather than buses that travel through numerous developments, taking a protracted time to reach the destinations. These may be suitable for off-peak journeys, but will not appeal to those commuting to work.
- Development should encourage the reduction in travel through the provision of services and employment within development areas.

- Compensatory measures are required to enhance the overall road system in greater Reading, to reduce demand on the M4 from northern destinations in order to provide capacity for growth in Shinfield Parish.
- Improvements in the productivity of the road networks are required (e.g. improvements in congestion levels and key bottlenecks within the parish and surrounding areas). The existing principle of not making the situation any worse is no longer acceptable.
- Neighbourhood Plan policies 3 (Sustainable Development), and 4 (Accessibility and highways safety) apply to this topic.

Local healthcare issues

- There needs to be adequate provision of healthcare to meet development need.

Education provision

- There needs to be greater provision of schooling so that there is less need to travel across the borough for education. There is no sixth form provision within the parish, and families are forced to transport their children to school daily, adding to the traffic congestion.
- Funding should be made available to other non-LEA providers such as academies and free schools.
- There needs to be a local provision of post 16 educational services

Environment

- All development has an environmental impact and the cumulative effect of small and medium scale development needs to be managed through EIAs.
- Policies within the Neighbourhood Plan relation to trees, hedgerows, woodland and biodiversity (policies 6, 7 and 8) apply here.

General Quality of Life Issues

- Policies 2 (General Design Principles) and 10 (Community and sport facilities) of the Neighbourhood Development Plan apply here.
- The principles of social sustainability of new communities are relevant here.
- The impact of low frequency vibration from the road network needs to be mitigated.
- The measuring of local pollution levels, and actions taken based on the outcomes of the measurements taken, are required.

82.3 Cllr Grimes asked members to review the comments proposed at the 12 January meeting, in relation to the proposal for development of a Garden Settlement in Grazeley. Following discussion, members **APPROVED** the following statement:

At the current time, Shinfield Parish Council is unable to support the proposal for a garden settlement of 15,000 homes within Grazeley. The Parish Council believes that the negative impacts of the development on the surrounding area will be substantial and the barriers to development of housing on this site are both significant, and outside of the control of the local authorities and other parties sponsoring this development.

Shinfield Parish Council recognises the need for additional houses and accepts that development in Grazeley has the potential to provide high quality housing and affordable homes.

The principle of large scale development within Grazeley, in addition to other development in the parish is unacceptable. If the ability to prevent further development through special planning powers is achievable, the proposed development provides all the required infrastructure, employment and services and the impact on the existing population can be mitigated, Shinfield Parish Council would reconsider the principle of development within Grazeley.

Shinfield Parish Council reserves the right to review the infrastructure, employment and services recommended for development, as the impact of the existing approved development within the parish is felt.

Pros:

- Could provide a high quality development with a significant proportion of affordable housing.
- An ability to prevent further development elsewhere within the parish / borough would be very appealing.

Cons:

- SPC does not believe that WBC can obtain 'special powers' to resist other development
- Other land owners will strongly challenge any attempt to block other development
- The likelihood of reducing vehicle movements from within the garden community onto the existing road network, placing an untenable load on the local network, is poor.
- The impact of massive development will lead to dramatic change to the nature and character of this community. There is no mitigating proposal included in the documentation to allow the community of Shinfield Parish to adapt to this change.

82.4 Members reviewed comments received from Cllr P Hughes and noted that the recommended response covered all the points made.

16/83 **Invoices**

83.1 Members reviewed the list of invoices for late December 2016 and January 2017.

83.2 It was proposed and **RESOLVED** that invoices 385-436 for late December and January, including salaries for December, expenditure totaling £24,270.01 be **APPROVED** and paid. Please see appendix 1.

16/84 **Correspondence**

The following correspondence items were noted:

84.1 Royal Berks Fire and Rescue Service redesign consultation

84.2 Rural Crime Action Group Survey

84.3 Proposal for works to footpath 20, related to the Crest Nicholson site off the Basingstoke Road.

16/85 **Date of next meeting**

The date of the next council meeting was confirmed as Monday 13 February 2017,

The meeting ended at 21:55 hrs.

Action items:

Minute Ref	Details	Action by
79.2.3	Add an item on training and a training policy for refresher training	Clerk
79.2.5	Write to the Head of Planning at WBC and ask for a further meeting regarding the SDL process managing development delivery within the parish and protection of the green separation space.	Clerk
80.1.2	Invite the Highways and Streetworks teams to speak to Shinfield Parish Council Planning and Highways Committee to discuss the co-ordination of works within the parish	Deputy Clerk
80.3.8	Report on the outcome of discussion with the Chairman of the NAG, on the NAG meeting.	B/Cllr Batth

Appendix 1: Invoice items for the January council meeting

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
385	4250	Wokingham Borough Council	Rates	Dec-16	942.00	-	942.00
386-400		Various	Salaries Dec 2016	Dec-16	9,416.25		9,416.25
401	4070/101	SLCC	Membership renewal K Hughes	For 2017	200.00	-	200.00
402	4254	DES	Installation of PIR and PAT testing	Dec-16	368.78		368.78
403	4401/203	ISS Facility Services	Bin emptying	Dec-16	216.67	43.33	260.00
404	Various	Chris Blow	Various works	Dec-16	650.00	-	650.00
405	207	R J Morgan Fencing Ltd	Fencing at Deardon Field	Dec-16	1,032.00	206.40	1,238.40
406	4254/205	Rodney Nash	SW bus shelter repainting	Nov-16	280.00	-	280.00
407	4401/203	SWVHMC	Shared bin cost	Dec to March	119.26	-	119.26
408	207	R J Morgan Fencing Ltd	Replacement poles for signs	Dec-16	260.00	52.00	312.00
409	4254/206	A1 Locksmiths (Berkshire) Ltd	Padlock replacement Allotments	Jan-17	38.96	7.79	46.75
410	4008/101	Kerry Taylor	Mileage	Dec-16	37.80	-	37.80
411	4252/201	British Gas	Gas supply SPH	Dec-16	535.72	26.78	562.50
412	4521/501	SSE Southern Electric	Street lighting energy	Q3	1,091.66	218.33	1,309.99
413	4046/101	Lloyds Bank	Bank charges	10.11 to 9.12	26.28	-	26.28
414	4254/203	Signwise (UK) Ltd	Plate for SWP external wall repair	Dec-16	5.00	1.00	6.00
415	4703/204	Playground Services Ltd	Playground equipment seat replace	Dec-16	205.00	41.00	246.00
416	4254/203	Elite Security Group Ltd	Alarm activation response	17.12.16	25.00	5.00	30.00
417	207	Nick Smith	Work to orchard at Deardon Field	Dec-16	565.00	-	565.00
418	4254	PHS Group Ltd	Sanitary bin services	Jan - Dec 17	1,012.25	202.45	1,214.70
419	4085/401	Carrera UK Ltd	Website fees	Dec-16	80.00	16.00	96.00
420	4253/301	Eon	Electricity RBL site	Dec-16	19.37	-	19.37
421	4254/201	Biffa Waste Services Ltd	Waste collection	Dec-16	221.26	44.26	265.52
422		Petty Cash	see below	Dec-16	190.64	2.88	193.52
423	4008/101	Angela King	Mileage	Jul - Dec 2016	142.65	-	142.65
424	4574	ADT	CCTV maintenance	Jan - Dec 17	1,575.97	315.20	1,891.17
425	4203/208	Berkshire Youth	Motorwise Course	Aug-16	380.00	-	380.00
426	4008/101	S Roberts	Mileage	Dec-16	9.90	-	9.90
427	4254/203	DSC Security	Replace door contact for alarm SWP	Jan-17	50.00	10.00	60.00
428	4150/101	Peter Hughes	Chairman's Allowance Q4	Jan-17	200.00	-	200.00
429	4060/101	Staples UK Ltd	Stationery	Jan-17	40.55	8.11	48.66
430	4254/203	D.E.S	PAT testing at SWP	Jan-17	87.50	0.00	87.50
431	4075/203	British Telecom	Calls and Broadband SWP	Jan-17	30.76	6.15	36.91

432	4521/ 501	SSE Enterprise	Streetlighting maintenance and repairs	Q3	1,295.10	259.02	1,554.12
433	207	Laurels Plant Centre	7 fruit trees for Deardon Field Orchard	Dec-16	156.00	0.00	156.00
434	4300/ 101	Spencers Wood History Group	Purchase of 20 copies of 'More from our village'	Jan-17	200.00	0.00	200.00
435	4530/ 402	You Present Ltd (UK)	Hosting renewal for Shinfieldplan.org	Feb 17- Jan 18	575.00	115.00	690.00
436	4047/ 101	MFG UK Ltd	Email hosting and IT support	Jan-17	339.15	67.83	406.98
					22,621.48	1,648.53	27,270.01

Code	Petty cash - December 2016	£
4055/101	Stamps	28.31
4008/101	Parking	5.80
	Loddon Reach Delivery Vouchers	85.00
4045/101	milk	1.45
	Spencers Wood History Group book	10.00
4254/201	Window cleaning SPH	15.00
4254/203	window cleaning SWP	9.00
4254/203	SWP repairs (external wall)	19.66
	Batteries	7.98
4254/203	Plumbing goods	11.32
TOTAL		193.52