

Minutes approved on:	
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DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 11 July 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs N Boyer, I Clarke, P Emmet, J English, J Greenway, G Hewett, C Hughes, P Hughes (Ch), I Montgomery, D Peer, R Pike.

Attending: S Roberts (Clerk), B/Cllr C Haitham-Taylor, B/Cllr B Patman.

16/28 **Public Questions**

28.1 In response to the question by Mr K Taylor, the council approved the following statement: "The Joint Shinfield Community Centre Management Committee considered early demolition of the existing building. We were advised that the most cost effective method was to place a single contract for demolition, and new build to commence as one project. The cost of rates payments is covered by the overall project budget met by S106 payments from developers, and is of no cost to Shinfield Parish Council. Establishment of a temporary car park is more complicated than simple leveling of the land, and the existing School Green car park will have more vacant spaces once the Infant and Nursery School Hall project is completed and their new staff car park is available for use".

16/29 **Apologies and declarations of members' interests**

- 29.1 Apologies were received and accepted from Cllrs Grimes, Masood and Moore, B/Cllrs Bath and Munro, and K Hughes (Deputy Clerk).
- 29.2 There were no changes to the declaration of members' interests

16/30 **Minutes**

- 30.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 13 June 2016 were a correct record of the meeting and these were signed by Cllr P Hughes, subject to noting that Cllr English had not attended the meeting, and had sent her apologies beforehand.
- 30.2 Matters arising:
- 18.2.3 It was proposed and **RESOLVED** that the minutes of the Recreation and Amenities Committee held on 25 April 2016 were a correct record of the meeting and these were signed by Cllr Clarke.
- 19.1.3 The Clerk had received a response dated 27 June 2016 from Mark Cupit, Delivery Programme Director for WBC regarding the West of Shinfield Development. The Clerk agreed to circulate the letter.
- 19.1.8 Cllr P Hughes reported that Taylor Wimpey had given a presentation to the council on 23rd June on the reserve matters for the north of Croft Road site and for land at Parklands. Drop-in sessions were taking place at the Three Mile Cross Church Centre (13th July on land north of Croft Road; 19th July on Parklands). The Clerk agreed to circulate details.

- 19.1.9 Cllr P Hughes reported on the Cemex gravel extraction exhibition that had taken place at the parish hall on 30 June and information pamphlets produced for local residents. The Clerk circulated the pamphlets to all councillors.
- 19.1.10 Cllr P Hughes reported the South of M4 Community Forum scheduled for 4th July had been cancelled and that WBC is reviewing the community forums under the new responsible Executive Member. WBC has announced 2 new communications initiatives: the Major Developments webpages and Major Developments newsletter for each of the major development locations. Cllr P Hughes reported there were inaccuracies on the webpages, and requested the Clerk to investigate these with WBC as quickly as possible.
- 19.2.5 Cllr P Hughes reported that a letter regarding Spencers Wood Post Office had been sent to Heather Thwaites, Director for Environment at WBC on 10th June which had been forwarded to the Service Head Clare Lawrence for action; but to date there had been no response. B/Cllr Haitham-Taylor agreed to follow up the matter.

All actions from the meeting had been completed.

16/31

Reports

- 31.1 **Borough Councillors' Report** (Cllr P Hughes agreed this item should be taken first as B/Cllr Haitham-Taylor had another commitment that evening):
 - 31.1.1 B/Cllr Haitham-Taylor reported there was no further update on the schools issue other than the announcement of the provider, who will appoint the staff. There will be a second admissions round, and the new school will open on Ryeish Green from September. She noted the concern from members on the availability of school places for children in all primary school years, although she commented the trend was for parents to shift children at reception and not mid-primary.
 - 31.1.2 B/Cllr Patman reported he was looking at licensing matters and how the legislation might change in the future, although there was no real impact on Shinfield parish.
 - 31.1.3 He reported that WBC going through the process of accumulating sites for future development, including WBC's own sites, which was highly confidential due to commercial sensitivities. B/Cllr Haitham-Taylor highlighted that WBC is moving to the next core strategy for the borough for the next 20-30 years.

B/Cllr Haitham-Taylor left the meeting at 20.00 hrs.

All members agreed the areas of high risk and pressure on infrastructure were obvious, and would require proper coordination, particularly for traffic modelling. The implications for the parish of neighbouring areas such as Aldermaston and current thinking in Reading, which had limited sites, were highly significant.

- 31.1.4 B/Cllr Patman reported that a retrospective planning application for an expansion of the traveller site in Kybes Lane, Grazeley, has been refused and an enforcement notice has been served on the site.
- 31.1.4 Cllr Clarke reported on the traffic problems being caused by the traffic lights at Tabby Drive, Three Mile Cross. B/Cllr Patman reported he had taken the new Executive Member to view the situation and that changes are on WBC's list, but there is no date yet, and the priority is Church Lane.
- 31.1.5 Cllr Clarke queried how long can vehicles be sold from a location without planning permission; however B/Cllr Patman responded this was an enforcement issue.
- 31.1.6 Cllr Pike asked about WBC's policy on houses of multiple occupancy. B/Cllr Patman agreed to check the position with B/Cllr Batth. Cllr P Hughes highlighted this a particular issue for residents in Chrysanthemum Drive, who are seeking to form a residents association to deal with the problem.

B/Cllr Patman left the meeting at 20:35 hrs

31.2 **Chairman's Report**

- 31.2.1 Cllr P Hughes highlighted the summer edition of the parish council newsletter which had now been published and should be distributed to all households by 17 July 2016. Cllr P Hughes gave special thanks to the Deputy Clerk for doing the artwork and layout, which had saved the council over £300. The Clerk agreed to check the distribution of the newsletter.
- 31.2.2 Cllr P Hughes reported on his attendance at the Car Service AGM on 16 June, where he had been the keynote speaker.
- 31.2.3 He reported on his attendance at the induction of Reverend Paul Willis of St Mary's Church, Shinfield on 22nd June, which had been very well attended by local dignitaries. It was noted that most council chairs have a chain or badge of office to wear at official public engagements; and the Clerk agreed to investigate options for similar regalia for the parish council.
- 31.2.4 Cllr P Hughes reported on communications from Hochtief highlighting various traffic management changes from July up to 30th October as part of the final phase of the Eastern Relief Road and M4 bridge gyratory system works. He reported on ongoing concerns from affected residents on the lack of acoustic fencing and sound barriers, and this was to be discussed at the next Planning and Highways Committee.
- 31.2.5 He also reported on recent communications from WBC on the junction changes for the West of Shinfield works, at Deardon Way and on Hyde End Road, which are due to start on 11 July for 2 weeks.
- 31.2.6 Cllr P Hughes reported on his forthcoming visit to the Shinfield Red Kite Centre with the Clerk and Mark Redfearn from WBC.
- 31.2.7 He also reported on an invitation from Sir David Bell, Vice-Chancellor for the University of Reading and David Gillham, Director Thames Valley Science Park to a morning reception on 14th July to mark the ground breaking of the first phase of development on the Thames Valley Science Park and the completion of the new bridge over the M4, which is a major part of the new site infrastructure.
- 31.2.8 Cllr P Hughes reported on an invitation to the 60th anniversary celebration of the Shinfield Players Theatre. Members considered and **RESOLVED** that up to £200 be spent on a commemorative plaque to be presented to the Theatre on behalf of Shinfield Parish Council. Following a discussion, members also agreed in principle that something similar should be considered to commemorate the 60th anniversary of Grazeley Village Hall in October. Cllr P Hughes agreed to bring a report to the September Council meeting.
- 31.2.9 Cllr P Hughes highlighted recent information from the Community Council for Berkshire on grant funding opportunities for local community projects. Cllr Montgomery volunteered to investigate these further, with support from the Clerk.
- 31.2.10 Cllr P Hughes highlighted his forthcoming attendance at the Shinfield "Welcome Club" lunch on 20th July, and agreed to liaise with the Clerk regarding a small gift.

31.3 **Committee reports:**

31.3.1 **Recreation and Amenities Committee**

Cllr Clarke reported on a recent meeting of the Recreation and Amenities Committee.

He reported that he and Mrs Angela King had met with residents of Seymour Avenue, Shinfield on 2nd July to review the conifer trees growing behind their houses, and it was agreed that the trees at Kendal Avenue would be cut back at the end of the bird-nesting season, the end of September.

He reported that various ideas had been discussed for play equipment at Deardon Field; however, the Clerk reported that the Deputy Clerk had subsequently been advised by WBC that any new play equipment for Deardon Field must be youth equipment to complement what is already there, and not for children or toddlers. The Clerk/Deputy Clerk would investigate this further.

Cllr Clarke confirmed that works had now been agreed to clear the vegetation and grass from around the trees at Deardon Field; review the trees; and re-stake where necessary and add improved deer protection. Cllrs P Hughes and Montgomery were finalizing details for the community orchard sign, and an order would be placed in the near future.

Cllr Clarke reported that an outdoor fitness class was taking place on the Spencers Wood Recreation Ground without official permission from the council. The Clerk advised she had written to the organisers requesting insurance details and a risk assessment for the activity, and would follow this up.

It was proposed and **RESOLVED** by members that the draft minutes of the 27 June 2016 meeting be adopted.

31.3.2 **Planning and Highway Committee**

Cllr Peer reported on the 30 June meeting of the committee.

Cllr Peer highlighted the ongoing issues relating to the Spencers Wood Post Office.

She advised members that WBC were unable to progress the TPO request for the oak tree on the "Reade land" off Hyde End Road due to lack of resources. The Clerk/Deputy Clerk was asked to write to WBC to say this was unacceptable.

Cllr Peer also highlighted the number of construction vehicles on Hyde End Road, further signage being erected at High Copse Farm, and the 2 sets of temporary traffic lights on Hyde End Road, which were all adversely affecting the agreed travel plan.

It was proposed and **RESOLVED** by members that the draft minutes of the 30 June 2016 meeting be adopted.

31.4 **Reports from Outside Bodies:**

31.4.1 **AWE Local Liaison Committee**

Cllr Montgomery reported on a meeting of the Committee held on 22 June 2016 (note previously circulated).

31.4.2 **Health and Social Care meeting**

Cllr Montgomery reported on a meeting held at the Oakwood Centre, Woodley on 23 June 2016 to review the work of the Berkshire Federation of Clinical Commissioning Groups previously circulated).

31.4.3 **Shinfield and Swallowfield Neighbourhood Action Group (NAG)**

Cllr Pike reported on the NAG meeting held on 22 June 2016 (draft minutes tabled at the meeting). Cllr Pike highlighted a number of issues reported at the meeting: problems at Three Mile Cross caused by a car dealer parking cars for sale (which could be exacerbated by the planning permission being sought for a hot food take-away next to the florist); police reports of burglaries, graffiti and general rural crime; speeding cars, and that detection equipment was available but training insufficient; and the ongoing issues caused by houses of multiple occupancy. The Clerk was asked to write to WBC requesting an update on WBC's HMO policy.

31.4.4 Borough Parish Liaison Forum

Cllr Peer reported on the Forum meeting held on 4 July 2016 at WBC, which had been very poorly attended (note tabled at the meeting).

31.5 Clerk's Report:

31.5.1 The Clerk reported that the council's 2015-16 accounts had been signed off by the Internal Auditor and sent off to the External Auditor. The public notice for the accounts would be displayed until 2nd August 2016. She and the Deputy Clerk have been continuing the roll-out of the new Omega accounting system and that a monthly checklist was now in place to ensure effective monthly reporting. Work was in progress to rationalize the number of cost centres.

31.5.2 The Clerk reported that parish council email accounts had now been set up for all staff and members and should now be used for all council business to meet data protection, security and confidentiality standards. All councillors were asked to report any email issues to the Clerk by 15 July

31.5.3 She reported on the response back from Clare Lawrence to the planning issues raised by local parish council officers, which was still unsatisfactory and remained work in progress.

31.5.4 The Clerk reported that continuing professional development remained a priority for the council, and Cllrs Hewett and Boyer had attended a recent BALC councillor training event. Although WBC had cancelled 2 training sessions, a training workshop on planning had taken place on 11 July, and WBC was offering 2 more free day-time training courses at Shute End later in the year:

Legal Workshop:	Thursday 6 October	09:30 – 10:30
Governance Workshop:	Thursday 24 November	09:30 – 10:30

Three places have been booked for each course. Please let the Clerk know if you would like to attend.

31.5.5 The Clerk reminded that councillors "Green Folders" have been updated and an index circulated with the meeting agenda.

31.5.6 The next WBC Joint Town and Parish Clerks Forum was on 14th July and would cover the Borough's Local Plan, budget engagement, and grass cutting.

16/32

Neighbourhood Development Plan

The Clerk reported that the examination had concluded and the examiner had sent his final report to WBC on 30th June, who would then decide when to release the Plan. The examiner's overall conclusion was that, subject to certain modifications, the Plan for 2015-2026 meets the Basic Conditions and legal requirements, and should proceed to a Referendum based on the civil parish area.

16/33

Sports and leisure facilities

33.1 Cllr P Hughes reported on the response received from B/Cllr Angus Ross regarding the sports hub at Ryeish, which stated that with regard to the indoor facilities, WBC was taking the opportunity to review its position, particularly in relation to the renewal of WBC's Leisure contract in 2018. The Clerk was asked to circulate this response to all members. Cllr P Hughes felt a meeting should be requested with B/Cllr Angus Ross as soon as possible.

33.2 Cllr P Hughes reported on a meeting scheduled for Wednesday 13 July at Oakbank School to discuss pitch improvement/drainage works at Ryeish Green, the tenders received and phasing of the works, and implementation of the artificial pitch. Cllr Clarke felt it would be useful to also suggest a meeting with WBC's Sports Development Officer, Beverley Thompson, to discuss WBC's 5-year playing pitch strategy.

16/34

Shinfield Community Centre

- 34.1 Cllr P Hughes reported that the joint Shinfield Community Centre Management Committee had met on 20 June, and that a letter had subsequently been sent to Shinfield United Charities on 22 June requesting progress on the parish hall lease.
- 34.2 The chairman of the Charity, Rosemary Taylor had responded on 28 June to advise that once the trustees had met together and made decisions, she would respond back as quickly as possible. She had also stated in her letter that "Shinfield United Charities want the same end result as the parish council, a community facility for Shinfield fit for the 21st century".
- 34.3 Cllr P Hughes reported on the forthcoming visit to the Shinfield Red Kite Centre with the Clerk and Mark Redfearn from WBC to review the Centre and discuss the requirements for a Children's' Centre.

16/35

WBC's 21st Century Programme

- 35.1 Cllr P Hughes highlighted the letter from WBC's Chief Executive, Andy Couldrick, and Leader, Keith Baker, (previous circulated), and forthcoming presentation on the re-scheduled date of Wednesday, 7th September 2016, 7pm, in the meeting room at the parish hall.
- 35.2 Cllr P Hughes requested that all questions and/or matters to be raised at the meeting should be sent to the Clerk.

16/36

Invoices

- 36.1 The Clerk highlighted the list included annual membership for Locality (report previously circulated). It was proposed by Cllr Montgomery, seconded by Cllr C Hughes and **RESOLVED** that the council join Locality for 2016-17 as an associate member. The Clerk agreed to book 2 places for the 2016 Locality Annual Convention in York.
- 36.2 It was proposed and **RESOLVED** that invoices 96-144 for July, including salaries for June, expenditure totaling £21,444.14 be approved and paid. Please see appendix 1.

16/37

Correspondence

- 37.1 The Clerk reported on correspondence received from Inspector Alastair Lloyd, Neighbourhood Inspector for the Twyford, Woodley, Earley and Fields neighbourhood areas. It was agreed the Clerk should invite Inspector Lloyd to attend a future council meeting and give a presentation on changes in policing and opportunities for working closer together.
- 37.2 The Clerk reported on receipt of an invitation to a public exhibition on 13 July between 3.30pm – 7.30pm at Swallowfield Parish Hall on proposed development at Land west of Trowes Lane; and a public consultation on Wyvols Field, Swallowfield running to 25 July 2016.

16/38

Date of next meeting

- 38.1 The date of the next ordinary council meeting was confirmed as Monday 12 September 2016, commencing 19.30.
- 38.2 The date of the meeting with WBC's Chief Executive and Leader was confirmed as Wednesday 7th September, commencing 19.00 hrs

The meeting ended at 22:05 hrs

Action items:

Minute Ref	Details	Action by
19.1.3	Circulate letter from Mark Cupit regarding West of Shinfield Development	Clerk
19.1.8	Circulate details of Taylor Wimpey public exhibitions	Clerk
31.2.1	Check distribution of parish council newsletter	Clerk/Deputy Clerk
31.2.3	Look at options for civic regalia for the parish council	Clerk
31.2.8	Order commemorative plaque for 60 th anniversary of Shinfield Theatre Players	Clerk
31.2.8	Report to September Council on proposals for commemorative plaque for Grazeley Village Hall	Cllr P Hughes
31.2.9	Investigate grant funding opportunities for local community projects	Cllr Montgomery
31.5.2	Advise the Clerk of any email issues	All members
31.5.4	Advise the Clerk if you would like to attend any of WBC's free training sessions	All members
35.2	Send any questions for the forthcoming presentation by WBC's Chief Executive and Leader to the Clerk by 2 nd September	All members
36.1	Book 2 places for the 2016 Locality Annual Convention	Clerk/Deputy Clerk

Appendix 1:

Invoice items for the July council meeting

Invoice	Chq	Cost centre	Payee	Purchase	Date	net	vat	total
96		4444	British Gas	Gas supply - SWP	2.3.16 to 31.5.16	291.81	14.59	306.40
97		4070	Locality	Annual membership	To April 2017	416.67	83.33	500.00
98		4350/ 4442/ 4441	Wokingham Borough Council	Rates	Jun-16	451.00	0.00	451.00
99-111		various	Salaries	Various	Jun-16	9109.04	0.00	9,109.04
112		4086	Abracadabra	Newsletter distribution	Jul-16	480.70	96.14	576.84
113		4703	Sutcliffe play	Replacement swing parts	Jun-16	51.52	10.30	61.82
114		4400	Wessex Tree Services	Various tree works	Jun-16	900.00	0.00	900.00
115		4353	1st Call Surveys	Display energy report and certificates	Jun-16	210.00	42.00	252.00
117		4547	Spencers Wood VHMC	Bin Emptying	March to Sept	286.52	0.00	286.52
118		4070	CCB	Annual subscription	2016/17	30.00	0.00	30.00
119		4085	Carrera UK Ltd	Website fees	30.5 to 27.6	80.00	16.00	96.00
120		4600	A1 locksmiths (Berkshire) Ltd	Replacement allotment keys	Jun-16	39.96	7.99	47.95
121		4040	Berkshire Training CIC	2 x training course places	Jun-16	130.00	26.00	156.00
122		4547	ISS Facility Services Ltd	Litter picking and bin emptying	Jun-16	390.00	78.00	468.00
123		4202	Berkshire Youth	4 x Safeguarding Children course	Jan-16	100.00	0.00	100.00
124		4800	Eon	Energy supply RBL site	May/June	45.53	2.28	47.81
125		4046	Lloyds bank	Service charge	10.05 to 09.06	25.00	0.00	25.00

126		4354	Laurels Plant Centre	Refill of hanging baskets	Jun-16	84.00	0.00	84.00
127		4047	MFG UK Ltd	IT support and back up	Jul-16	300.21	60.04	360.25
128		4521	SSE contracting ltd	lighting repairs and maintenance	1st quarter 2016	1205.23	241.05	1,446.28
129		4352	British Gas	Gas supply SPH	12.3 to 21.6	363.17	18.15	381.32
130		various	Chris Blow	Grass cutting, bin emptying and various allotment works	April to June	688.00	0.00	688.00
131		4008	Kerry Taylor	Mileage	Jun-16	33.30	0.00	33.30
132		4008	Angela King	Mileage	April to June 2016	41.85	0.00	41.85
133			Various	Petty cash	Jun-16	104.41	0.00	104.41
134		4350/ 4442/ 4441/ 4800	Wokingham Borough Council	Rates	Jul-16	938.00	0.00	938.00
135		4521	Southern Electric	Quarterly energy supply	First quarter	1068.15	213.63	1,281.78
136		4086	Urban Planet Comms Ltd	Newsletter printing	Jul-16	332.00	0.00	332.00
137			Brian Bedwell	Allotment honorarium	Jul-16	30.00	0.00	30.00
138			Ken Tudgay	Allotment honorarium and mileage	Jul-16	34.90	0.00	34.90
139			Claire Connell	Internal auditing services	Jun-16	225.00	0.00	225.00
140			N Smith	Gardening services	Jun-16	240.00	0.00	240.00
141			Nigel Jeffries	Grounds maintenance works	Jun-16	1002.00	200.40	1,202.40
142			Ricoh	printing copies (B/W, colour)	1st March - 31 May			472.67
143			Peter Roberts	Reimbursement of grey wheelie bin for litter picking in the parish	Jul-16			59.42
144			SMS Solutions (UK) Ltd	Plumbing repair for parish hall	May-16	61.82	12.36	74.18
				Total				21,444.14

Code	Petty cash - June 2016	
4055	Postage	49.64
4045	batteries	7.98
4008	parking	4.00
4045	cable ties	2.00
4045	milk and coffee	7.45
4353	tools	3.84
4353	plants and compost (tubs)	5.50
4353/4445	window cleaning	24.00
	TOTAL	104.41