

Minutes approved on:	
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## **DRAFT**

# **Minutes of a meeting of Shinfield Parish Council held on Monday 12 June 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, C Hughes, P Hughes (Ch), D Lias, I Montgomery, D Peer, R Pike.

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

17/15 **Public Questions**  
There were none

17/16 **Apologies and declarations of members' interests**  
16.1 Apologies were received and accepted from Cllr A Masood, and B/Cllrs P Batth, C Haitham-Taylor, A Pollock and S Munro.  
16.2 There were no declarations of members' interests.

17/17 **Minutes**  
17.1 It was proposed and **RESOLVED** that the minutes of the Annual Meeting of the Council held on 22 May 2017 were a correct record of the meeting and these were signed by Cllr P Hughes.

17.2 Matters arising:  
17.2.1 Correspondence from Shinfield United Charities  
Cllr P Hughes reported on a letter received from Shinfield United Charities. Members noted the need to appoint two trustees to the charity. Cllrs G Hewett and I Montgomery were proposed, seconded and duly appointed, and the Clerk was requested to write to Mr Purton to advise of the new appointments.

17.3 It was proposed and **RESOLVED** that the minutes of the 22 May 2017 Council meeting were a correct record of the meeting and these were signed by Cllr P Hughes, subject to the following amendments:

- 10.4.1 Amend the text to read 'Members discussed the recent Shinfield SDL Forum meeting and the new format for running the meetings. Cllr P Hughes reported that the discussion following the 'market stalls' had failed to sufficiently report on matters discussed, and give those present a reasonable opportunity to ask further questions'.
- 10.1.3 Add Cllr Clarke to the list of those in attendance at the meeting.

17.4 Matters arising:  
17.4.1 Taylor Wimpey development works on Church Lane  
Cllr Lias asked about the presentation from Taylor Wimpey, and a suggestion of a road closure to install a roundabout during the May half term, which had not

occurred. The Deputy Clerk reported that she had enquired about this at the last WBC Major Projects Meeting, and that the street works team had advised that permission for these works had not been granted, due to other ongoing works in the area.

- 17.4.2 Enforcement  
Cllr Clarke sought clarification on one enforcement matter raised at the May council meeting.
- 17.4.3 Shinfield SDL Forum meeting  
Cllr Clarke sought clarification on the comments relating to the Shinfield SDL forum meeting. Cllr P Hughes reported that following a discussion during the May meeting, members had felt that the previous format, of presentations and public questions had been preferred, as the new system had now allowed everyone attending to hear all the questions and responses.
- 17.4.4 Hall use and works quotes  
The Clerk confirmed that these items were on the agenda for discussion at the 19<sup>th</sup> June Recreation and Amenities Committee meeting.
- 17.4.5 Speed monitoring equipment  
The Deputy Clerk confirmed that this will be added to the agenda for the 26 June Planning and Highways meeting.
- 17.4.6 Broadband improvements  
The Clerk confirmed that she had been in contact with Andrew Nicholls, Economic Development Officer at Wokingham Borough Council to understand how the parish can benefit from the recently initiated phase 3 of Superfast Berkshire.
- 17.4.7 Ryeish Green pitches  
Cllr P Hughes reported that he had spoken with Josie Wragg at Wokingham Borough Council regarding the Parish Council's position in relation to management of the grass pitches at the Ryeish Green Sports Hub. The Clerk confirmed that she had drafted a letter setting out the council's position, which will be sent to WBC shortly.

17/18

## Reports

### 18.1 Chairman's Report

- 18.1.1 Cllr P Hughes reported on his attendance, with Cllr Grimes, Cllr Peer and The Clerk, at a meeting at WBC with Josie Wragg, Mark Cupit and Clare Lawrence where development matters were discussed. He reported that there are a number of follow ups to this meeting currently being actioned.
- 18.1.2 Cllr P Hughes reported on his attendance at a meeting on 7<sup>th</sup> June with Cllr Clarke, The Clerk, Chris Young and Emma Brookes to discuss the Shinfield Association and Millworth Lane Recreation Ground. He reported that there was not yet sufficient up to date financial information on the association for the council to make any informed decision with regard to management of the site.

### 18.2 Borough Councillors' Report

- 18.2.1 B/Cllr Patman reported that he will be raising a number of matters concerning Shinfield Parish with the new executive members, once they are settled into their roles. He spoke about the Borough Council's attempt to bring forward an HMO policy, which has which has failed to progress beyond the Overview and Scrutiny Committee thus far. Members discussed the need for an HMO policy within the parish, and B/Cllr Patman reported that he had requested to receive a copy of the work carried out to date on the policy from the relevant borough council officers. The clerk requested a briefing from B/Cllr Patman on the matter, at the July council meeting.
- 18.2.2 B/Cllr Patman reported that he has spoken to Clare Lawrence regarding the Shinfield Eastern Relief Road and has requested an enquiry into the project.
- 18.2.3 B/Cllr Patman reported on the plans progressing to restrict HGV use of Oatlands Road, and to provide scalplings to improve the road surface.

- 18.2.4 B/Cllr Patman reported on a request from Thames Valley Police to establish forum meetings to both collect and disseminate information to local residents. The Clerk reported that the next Shinfield and Swallowfield Neighbourhood Action Group (NAG) meeting, scheduled for 5 July, will be this new style of meeting.
- 18.2.5 Cllr Lias asked B/Cllr Patman about the Arborfield Cross Relief Road proposals, and why the preferred options would bring vehicles onto the A327 east of the new Shinfield Eastern Relief Road roundabout. B/Cllr Patman reported that this was due to land ownership issues.

*B/Cllr Patman left the meeting at 20.12 hrs*

18.3 **Committee reports:**

18.3.1 **Finance and General Purpose Committee**

Cllr Grimes reported on a recent meeting of the committee held on 24 May, which was a rescheduling of the 26 April meeting.

Cllr Clarke asked about a proposal for the Recreation and Amenities Committee to review hire charges. He noted the need to consider hall usage.

Cllr Grimes asked members to re-approve a request to apply for a credit card for use by the Clerk and Deputy Clerk, with a credit limit of £1,000. Members **RESOLVED** to approve the request.

It was proposed and **RESOLVED** by members that the minutes of the 26 April meeting be adopted.

18.3.2 **Recreation and Amenities Committee**

Cllr Clarke reported on a recent meeting of the committee held on 6 June.

He reported that the meeting had deferred a number of matters for further discussion on 19 June.

Cllr Pike asked about the proposal for a side gate at the Parish Hall. Cllr Clarke noted that the committee had requested quotes for consideration.

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

18.3.3 **Communications and Policies Committee**

Cllr C Hughes reported on a recent meeting of the committee held on 6 June.

Cllr P Hughes reported that the summer newsletter was currently being distributed around the parish.

Cllr C Hughes reported that the new website was up and running and asked that members had a look, particularly via a mobile device, and give feedback to the Clerk and Deputy Clerk.

Cllr C Hughes reported that the plans are progressing for the arts event on Saturday 21 October. A further meeting has been scheduled for later in June, and it is proposed that further details, along with financial details, be brought to the July council meeting for approval.

Cllr C Hughes requested approval from members for the purchase of a lectern for use at the Parish Hall. Members **RESOLVED** to approve to spend up to £450 on a suitable lectern and light.

18.3.4 Planning and Highways Committee

Cllr Peer reported on the Planning and Highways Committee meeting held on 1 June.

It was proposed and **RESOLVED** by members that the draft minutes of the 1 June 2017 meeting be adopted.

18.4 Reports from Outside Bodies:

18.4.1 WDALC

Cllr Peer reported on a recent meeting of the WDALC group, featuring a presentation from B/Cllr John Jarvis on the borough council's recent review of the Green Belt, as part of the evidence base for the local plan update.

18.4.2 Spencers Wood Village Hall Management Committee

Cllr P Hughes reported on his attendance at a recent meeting of the committee.

He reported on a discussion at the meeting over the future of the village hall in Spencers Wood, as significant investment is required to ensure its future.

Members discussed the need to protect the history of the building, and **RESOLVED** to fund a full structural survey of the building, at a cost of £1,875 to understand what extend of repairs are required, and what improvements could be considered.

Members discussed the need to consult the local community over the hall, and Cllr Hewett suggested that the Spencers Wood Carnival could be an ideal place to start this.

18.5 Clerk's Report:

18.5.1 The Clerk reported on her attendance at the recent Shinfield Voluntary Car Service AGM on 1<sup>st</sup> June. She reported that the Car Service are very grateful for the support they have received from the Parish Council.

18.5.2 The Clerk asked members to advise if they do not have name badges, so that an order for new or replacement badges can be placed.

18.5.3 The Clerk reported that a Fire Risk Assessment has been carried out at the Parish Hall and Spencers Wood Pavilion, and some issues have been raised which will be reviewed at the next Recreation and Amenities Committee.

18.5.4 The Clerk reported that her computer is running out of memory, and as it operates as the server for all the staff, this is causing issues. Following discussion, members **RESOLVED** to replace with a new machine, at a cost of £1,151.54 from MFG.

17/19

**Standing Orders, Financial Regulations and Financial Risk Management.**

19.1 The Clerk reported on the updated Standing Orders. A summary of the proposed changes were circulated to members. Cllr C Hughes noted that the Standing Orders not related to staffing or finance should be reviewed by the Communications and Policies Committee. Following discussion, members agreed to defer adoption of the changes until the Communications and Policies Committee had had an opportunity to review the proposed changes at the next committee meeting scheduled for 3 August 2017. Cllr Pike questioned the process for reviewing contracts.

- 19.2 The Clerk reported on the updated Financial Regulations. A summary of the proposed changes were circulated to members. Members proposed and **RESOLVED** to adopt the updated Financial Regulations for the 2017/18.
- 19.3 The Clerk reported on the updated Financial Risk Management. A summary of the proposed changes were circulated to members. Members proposed and **RESOLVED** to adopt the updated Financial Risk Management policy.

17/20

**Grants working party for 2017/18**

- 20.1 Members **RESOLVED** to approve the Terms of Reference for the grants working party.
- 20.2 Membership of the working party was confirmed as Cllrs C Hughes, I Montgomery, D Peer and R Pike.
- 20.3 The Clerk reported on a proposal for the working party to meet later in June, and an additional meeting of the Finance and General Purpose meeting in early July, in order for the grant recommendations to be reviewed and approved at the July council meeting. The Clerk was asked to arrange suitable dates for the meetings.

17/21

**Annual accounts and Annual Governance Statement**

- 21.1 The Clerk noted the unaudited Annual Accounts for 2016/17, circulated to members. Members **RESOLVED** to approve these accounts.
- 21.2 Member reviewed the Annual Return for Year End 31<sup>st</sup> March 2017. Cllr P Hughes read aloud, and members acknowledged the following Annual Governance Statement statements:

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Members responded 'Yes'
We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	Members responded 'Yes'
We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Members responded 'Yes'
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Members responded 'Yes'
We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Members responded 'Yes'
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Members responded 'Yes'
We took appropriate action on all matters raised in reports from internal and external audit	Members responded 'Yes'
We considered whether any litigation, liabilities or commitments, events or	Members responded 'Yes'

transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	
(For local council only) Trust funds including charitable. In our capacity as the sole managing trustees we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	This item is not applicable

Members **RESOLVED** to approve (i) the Annual Governance Statement and (ii) the Accounting Statements for the parish council's Annual Return for the year-ended 31 March 2017, which was duly signed by the Chairman, Cllr Peter Hughes.

17/22

#### **Community Infrastructure Review meeting**

- 22.1 The Clerk tabled a report on the 6 June meeting.
- 22.2 Following a discussion, Cllr P Hughes requested a paper be brought to a future meeting, proposing how the council will take this forward, particularly in relation to how money will be shared across projects managed by different committees.
- 22.3 Cllr Lias noted the need to deliver some of the short term project sooner rather than later.
- 22.4 Cllr Boyer noted the need to include information on the report on the deadline for spending CIL funds.

17/23

#### **Invoices**

- 23.1 Members reviewed the list of invoices for late May and June 2017.
- 23.2 Cllr P Hughes reported that invoice 71 is to draw up options for the provision of additional parking for the new community centre.
- 23.3 Cllr P Hughes confirmed that invoice 74 is for the purchase, from the University of Reading, of a small parcel of land to the rear of the Parish Hall, which was previously leased to the Parish Council.
- 23.4 The Clerk confirmed that invoice 75 was for accountancy services for 2016/17, and that the accountant will be spending some time in the office during the week commencing 19<sup>th</sup> June to look through the VAT position for the parish hall refurbishment.
- 23.5 The Clerk reported that invoice 89 is the council's annual subscription for the Berkshire Association of Local Councils. The Clerk reported that one local parish council has signed up for membership to the Hampshire Association of Local Councils.
- 23.6 It was proposed and **RESOLVED** that invoices 56-91 for late May and June, including salaries for May, expenditure totaling £26,191.18 be **APPROVED** and paid. Please see appendix 1.

17/24

#### **Correspondence**

The following correspondence items were noted:

- 24.1 Free emergency first aid and defibrillator training on 21<sup>st</sup> June at Arborfield Village Hall. The Clerk will circulate details to members.
- 24.2 Swallowfield Community Responders have been awarded the Queens Award for community service. Members offered their congratulations.
- 24.3 A public consultation on the proposed plans for the Arborfield Relief Road are currently on display at Henry Street Garden Centre.
- 24.4 Shinfield View Care Home has a new general manager. The Clerk reported that they may be able to accommodate the Welcome Club group meetings during the summer refurbishment of the Parish Hall.

17/25

#### **Date of next meeting**

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

The meeting ended at 21:28 hrs.

**Action items:**

Minute Ref	Details	Action by
17.2.1	Write to Shinfield United Charities to advise of new appointments	Clerk
17.4.5	Add review of purchase of speeding equipment to the next P&H meeting	Deputy Clerk
18.2.1	Brief the Parish Council on the status of an HMO policy	Borough Councillors
18.3.1	Apply for a parish credit card	Clerk / Deputy Clerk
18.3.3	Review the new parish council website and give thoughts and feedback to the Clerk / Deputy Clerk	All members
18.3.3	Purchase a lectern and lectern light for the Parish Hall	Clerk / Deputy Clerk
18.4.2	Commission a structural survey of Spencers Wood Village Hall	Clerk
18.5.4	Order new server PC	Clerk
19.1	Add review of Standing Orders to the agenda for the next Communications and Policies Committee meeting	Clerk
20.3	Arrange a meeting of the grants working party and a meet of the Finance and General Purpose Committee ahead of the July council meeting.	Clerk
22.2	Bring a paper to a future council meeting listing options for taking the CIL prioritization process forward	Clerk / Deputy Clerk
24.1	Circulate first aid and defibrillator training information to members	Clerk

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

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
56-68		Various	Salaries May 2017	May-17	9,254.81	0.00	9,254.81
69	4008/101	K Taylor	Mileage	May-17	36.00	0.00	36.00
70	4251/201	Elite Security Group	Alarm callout charges	May-17	150.00	30.00	180.00
71	4706/301	BDS Surveyors	Drawings for RBL site	Jun-17	225.00	45.00	270.00
72	4254	Token Securities	Key holding - Annual contract SPH and SWP	to May 2018	500.00	100.00	600.00
73	4047/101	MFG UK Ltd	IT support and backup	Jun-17	339.15	67.83	406.98
74	4255/201	Wokingham Borough Council	Land purchase r/o SPH including legal fees	May-17	5070.00	1010.00	6080.00
75	4103/101	Alan Harland	Accountancy services	To March 17	1500.00	0.00	1500.00
76	4254/201	Biffa Waste Services Ltd	Waste and recycling collection SPH	To Sept 17	347.54	70.50	418.04
77	4257/201	Minster Cleaning Services Ltd	SPH cleaning April and June 2017		1022.44	204.48	1226.92
78	4254/206	Pest UK Ltd	Rodent treatment at CGR allotments	Jun-17	120.00	24.00	144.00
79	4355/201	Oakleaf Building Surveyors	Payment for stages G and H	Jun-17	900.00	180.00	1080.00
80	4075/203	BT Business	Broadband contract and installation SWP	Jan - Mar 17	252.04	50.40	302.44
81		Cash	Petty cash - May 2017	May-17	151.43	0.00	151.43
82	4050/101	Technology and communications services	Supply and install of lapel microphone	Apr-17	75.00	15.00	90.00
83	4253/301	Eon	Electricity supply RBL site	May-17	18.19	0.00	18.19
84	4254/201	Elite Security Group	Call out fee - alarm activation SPH	Jun-17	25.00	5.00	30.00
85	4253	SSE	Electricity supply - SPH, SWP and RP	Mar - May 17	410.42	20.51	430.93

86	4060/101	Ricoh Capital Ltd	Copier hire	Jun-Aug 17	77.51	15.50	93.01
87	4086/401	Urban Planet Comms.	Newsletter printing	Jun-17	530.00	0.00	530.00
88	4047/101	MFG UK Ltd	New email account for M Manley (Youth staff)	Jun-17	5.63	1.13	6.76
89	4070/101	BALC	2017/18 subscriptions	2017/18	1768.52	353.71	2122.23
90	4252/203	British Gas	Gas supply SWP March to May		269.95	13.49	283.44
91	4400/205	Nigel Jeffries Landscapes	Grass cutting and maintenance	May-17	780.00	156.00	936.00
TOTALS					<b>23823.63</b>	<b>2362.55</b>	<b>26191.18</b>

Code	Petty cash - May 2017	£
4055/101	Stamps	76.52
4050/101	Miscellaneous	23.00
4045/101	Milk, coffee, refreshments	23.71
4254	Window cleaning	25.00
4008/101	Parking and travel	3.20
<b>TOTAL</b>		<b>151.43</b>