

Minutes approved on:	
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Clerk: Mrs S E Roberts  
Shinfield Parish Hall  
School Green  
Shinfield  
Reading  
RG2 9EH  
Tel: (0118) 988 8220  
E-mail: [clerk@shinfieldparish.gov.uk](mailto:clerk@shinfieldparish.gov.uk)  
[www.shinfieldparish.gov.uk](http://www.shinfieldparish.gov.uk)

## **DRAFT**

# **Minutes of a meeting of Shinfield Parish Council held on Monday 10 July 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, D Lias, I Montgomery, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), Mrs Barbara Gill, Mrs Rosemary Taylor, Mrs Gillie Gray, Mr Stuart Gray.

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

17/25

### **Public Questions**

25.1 Mrs Rosemary Taylor, resident of the parish, asked the council the following question: "Which individual instigated the idea to replace Mrs Taylor and Mrs Gill as trustees of Shinfield United Charities? What was their reason for this and why did each parish councillor think this was morally acceptable?"

Cllr Grimes read the following statement:

"Thank you for your question. Shinfield Parish Council has a long and happy association with Shinfield United Charities, and we are fully supportive of the charity's aims and objectives for the benefit of Shinfield Parish.

We are unable to answer your question, as under local government legislation, the parish council is a corporate body and council decisions are the responsibility of the council as a whole. As you are aware, under the terms of the charity's constitution, the parish council has the right to appoint three Trustees to Shinfield United Charities; and both of your appointments as trustees had expired. The parish council appointed two new trustees at its meeting on 12<sup>th</sup> June 2017, and this is properly recorded in the Council minutes.

We are not required to give any explanation of why these trustees were appointed; but we can assure you this was a decision made by the full council and voted on accordingly.

Can we take this opportunity to thank you for all your efforts and hard work on behalf of the charity over the years in the various local activities you have been involved with, and the local residents in need that you have supported."

Mrs Taylor asked the following supplementary question:

"Why did the Parish Council think that the two people chosen to replace Mrs Taylor and Mrs Gill, were better qualified than they are?"

Cllr A Grimes noted that the council will respond to this supplementary question via a written response to the resident.

- 25.2 Mrs Gillie Gray, resident of the parish, asked members whether they felt that the proposal to develop 55 homes at Parklands, off the Basingstoke Road between Three Mile Cross and Spencers Wood, was contrary to both the existing Local Plan and the Neighbourhood Plan. Cllr Peer reported that she had spoken to Chris Howard, the Planning Officer, about the application. The Deputy Clerk confirmed that the Planning and Highways Committee was due to receive a presentation from the developers on 31<sup>st</sup> July, and had requested an extension on the comments until 8<sup>th</sup> August.

Mrs Gray expressed concerns about the detrimental impact of the works on their grade 2 listed property, and the impact on the water table.

Mrs Gray requested to attend the presentation from the developers, and the Deputy Clerk was asked to confirm via email.

Cllr Grimes recommended that the resident seek professional advice on their concerns in relation to the Parklands planning application proposals.

17/26 **Apologies and declarations of members' interests**

- 26.1 Apologies were received and accepted from Cllr C Hughes, Cllr P Hughes, Cllr A Masood, and B/Cllrs P Batth and S Munro.
- 26.2 There were no declarations of members' interests.
- 26.3 There were no changes to members' registers of pecuniary interests.

17/27 **Minutes**

- 27.1 It was proposed and **RESOLVED** that the minutes of the Council meeting held on 12 June 2017 were a correct record of the meeting and these were signed by Cllr A Grimes, subject to the amendment of item 17.1 to note the resignation of Cllr Montgomery from the Development Board.

27.2 Matters arising:

- 27.2.1 Letter to Shinfield United Charities  
The Clerk confirmed that a letter has been sent to Shinfield United Charities to advise of the newly appointed trustees.
- 27.2.2 Speed monitoring equipment  
The Deputy Clerk confirmed that this was discussed at the recent Planning and Highways Committee meeting. She reported that she had liaised with a member from Finchampstead Parish Council who own and use this type of equipment.
- 27.2.3 HMO policy  
Members noted that there were no Borough Councillors present to give an updated report on this matter.
- 27.2.4 Council Credit Card  
The Clerk reported on the status of an application for a council credit card, and noted that she is liaising with other clerks to find a solution.
- 27.2.5 Parish Council website  
Cllr Lias noted a few items which will be forwarded to the Deputy Clerk for rectification.
- 27.2.6 Lectern and Lectern light  
This item is still work in progress
- 27.2.7 Survey of Spencers Wood Village Hall  
The Clerk reported that BDS are liaising with the Village Hall Management Committee directly to access the hall, and the report, once received, will be shared with the village hall committee.
- 27.2.8 Order a new server PC  
The Clerk reported that the new PC has been installed. She reported that there have been a few teething problems but these are being resolved.
- 27.2.9 Review of Standing Orders

- The Clerk confirmed that a review of the Standing Orders will be added to the agenda for the forthcoming Communications and Policies Committee.
- 27.2.10 Grants Working Party and Finance and General Purpose Committees  
Members noted that these meetings have been held.
- 27.2.11 CIL prioritisation process  
The Clerk reported that she this work is still ongoing, and that an update report will be considered at the September council meeting.
- 27.2.12 First Aid and Defibrillator training  
The Clerk confirmed that the information has been circulated.
- 27.2.13 Shinfield Forum Meetings  
The Clerk confirmed that WBC has proposed dates for a local community forum meeting on either 18<sup>th</sup> or 20<sup>th</sup> September at the Three Mile Cross Church Centre. Members discussed the forum meetings and noted that the attendance is poor because the events are poorly publicised and local residents may not be aware of the development areas covered by 'South of the M4'. Members noted that the location is poor for parking and is hard to find, and suggested that other locations, such as school halls, be considered.
- 27.2.14 Annual audit notices  
The Clerk confirmed that the audit notices were posted on 16<sup>th</sup> June and the annual accounts are available for public inspection for 30 working days from Monday 19<sup>th</sup> June to Monday 31<sup>st</sup> July 2017. She reported that the Deputy Clerk had met with one resident seeking answers on the financial records.

17/28

## Reports

### 28.1 Chairman's Report

A report from the Chairman was detailed by Cllr A Grimes:

- 28.1.1 Cllr P Hughes attended a meeting on 3 July 2017 with Cllr Clarke and Nigel Frankland from the University of Reading, with a view to identifying land that the Parish Council could lease for a neighbourhood park.
- 28.1.2 Cllr Grimes reported that the WBC Overview and Scrutiny Committee is meeting on 11 July and will be receiving a presentation on the Local Plan Update. Cllr Peer will attend this meeting.

### 28.2 Borough Councillors' Report

There were no Borough Councillors present to give a report.

### 28.3 Committee reports:

#### 28.3.1 Recreation and Amenities Committee

Cllr Clarke reported on a recent meeting of the Recreation and Amenities Committee held on 19<sup>th</sup> June.

He reported on a proposal to spend CIL funds on planting bulbs and wild flowers across the parish. He reported that he and the Deputy Clerk had met with ISS and reviewed ten sites for spring bulbs and wild flowers. He thanked Cllr Boyer for putting forward suggestions. A quote for the works, once received, will be reviewed by the R&A committee.

Cllr Clarke reported on his attendance at a meeting of the Shinfield Association, regarding the management of Millworth Lane. He reported that there are 120 young people playing cricket regularly and 160 young people playing football regularly on the site. He reported that the tennis club is doing well, and that 75 children from the local schools are receiving lessons during the daytime on a Friday.

Cllr Lias highlighted funding options for grass roots sports available from organisations such as the Premier League.

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

28.3.2 Finance and General Purpose Committee

Cllr Grimes reported on a special meeting of the committee held on 26 June, to review the recommendations from the grants working party.

Cllr Grimes sought approval from members for the recommended grant payments. The request was proposed by Cllr Montgomery, seconded by Cllr Peer and members **RESOLVED** to approve for the grants to be paid:

<b>Organisation:</b>	<b>Grant approved:</b>
Shinfield Community Singers	£100
Shinfield Players Theatre	£1,500
Shinfield North Community Group	£2,200* (includes £200 from SPC youth budget for youth training)
Keep Mobile Country Tours	£2,840
Wokingham Job Support	£300
Shinfield Cricket Club	£2,000
2 <sup>nd</sup> Shinfield Brownies	£150
Victim Support Thames Valley	£250
Home Start Wokingham District	£300
School prizes	£1,100
<b>TOTAL</b>	<b>£13,522</b> (Including £200 from the SPC Youth budget)

Members noted that £2,782 has been ring-fenced, subject to a further conversation around the location of services.

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

28.3.2 Planning and Highways Committee

Cllr Peer reported on a recent meeting of the committee held on 26 June.

She reported that the committee is due to receive a presentation from the developers for Parklands and the third phase of the Thames Valley Science Park at the next meeting on 31<sup>st</sup> July,

Cllr Clarke asked about application 171477

Cllr Lias reported an issue with temporary traffic lights on Church Lane, which had been in place overnight, but have since been moved to the side outside working hours.

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

28.4 Reports from Outside Bodies:

28.4.1 Borough Parish Liaison Forum

Cllr Peer reported on her attendance at the recent meeting, where she has been elected as Vice-Chairman of the Forum.

She reported on various complaints from other town and parishes within Wokingham over planning and traffic matters. She reported that a meeting has been requested with David Lee to raise these issues.

She reported on a presentation on the 21<sup>st</sup> Century Council programme, where phase one has been completed, and phase two is now underway, and a presentation on community resilience.

She reported that the next stage of the Local Plan Update – the ‘preferred options’ has been deferred until the autumn.

Cllr Peer requested suggestions from members for future meeting topics.

28.4.2 Shinfield and Swallowfield Neighbourhood Action Group (NAG)

Cllr Pike reported on his attendance at a recent meeting of the NAG. He reported on a change in format, where the meeting had received presentations from Thames Valley Police and WBC, including, Wokingham Libraries, the Cleaner and Greener Team, My Journey Wokingham and Wokingham Community Wardens.

Cllr Lias reported on a proposal for expansion of the NAG and a name change, and the inclusion of Arborfield and Newlands and Barkham Parishes.

The Clerk reported on the local police team’s priorities of speeding, anti-social behavior and rural crime, including fly-tipping. Cllr Peer requested that the incidents of late night riding of quad bikes along Hyde End Road be reported to Thames Valley Police.

28.5 Clerk’s Report:

- 28.5.1 The Clerk reported that she had met with the new manager of the Shinfield View Care Home, who will host the front garden competition winner’s presentation.
- 28.5.2 The Clerk requested support from members for the council’s stand at the Spencers Wood Carnival on Saturday 16<sup>th</sup> September, to erect, staff and disassemble the stand on the day. The Clerk will draw up a timetable for volunteers on the day.
- 28.5.3 The Clerk reported that the Deputy Clerk will be on annual leave from Thursday 13<sup>th</sup> July, returning on Thursday 27<sup>th</sup> July.
- 28.5.4 The Clerk reported on the BALC training that Cllr Lias and Pike attended. She reported on a request to BALC to arrange a dedicated ‘meet the auditor’ session.

*Cllr Lias left the meeting at 21:00 hrs*

17/29

**Parish Hall upgrade**

- 29.1 Members received a report from Cllr Clarke on the parish hall upgrade and noted the appointment of Hillier Fox as the main contractors for the parish hall refurbishment works.
- 29.2 He reported that the contract has been signed and works in the main hall are due to commence on Monday 24<sup>th</sup> July, from which point it will be closed to hirers, until completion of the project, which is expected to be the end of September.
- 29.3 Cllr Clarke sought approval from members on a proposal for a contract variation, to include some additional works in the kitchen to replace the worktops, install a new larger fridge freezer, a new smaller oven and hob, and a larger dishwasher. He reported that it is anticipated that the cost of these will be included within the original approved budget. Members **RESOLVED** to approve the request.
- 29.4 Cllr Clarke reported on plans for a marketing campaign for the hall following its re-opening.
- 29.5 Cllr Clarke confirmed that all existing hirers have been found alternative venues during the refurbishment process.

- 29.6 Cllr Pike asked about drainage issues at the hall. Cllr Clarke reported that major changes to the sewerage were not feasible within the scope of this refurbishment project.
- 29.7 Cllr Clarke reported that Alan Harland, the council's accountant, will be writing to the Inland Revenue on behalf of the parish council to request exemption from the VAT on the project.
- 29.8 The Clerk drew members' attention to a spreadsheet of contract variations, where all suggested changes are listed, dated, and their outcome recorded.

17/30

**Shinfield Community Centre**

- 30.1 Cllr Grimes reported on a meeting of the Community Centre Management Committee, where there had been further discussion on the design competition for the new community centre working with the Royal Institute of British Architects (approved by the parish council at its meeting on 22<sup>nd</sup> May 2017).
- 30.2 Cllr Grimes sought approval from members for the Parish Council to take on the management of the project. Members **RESOLVED** to approve that the parish council takes over project management and delivery of the new community centre from WBC. Members noted and accepted the cost risk that this exposes the parish council to. Cllr Clarke expressed a wish to minute his concern over this.
- 30.3 Members discussed the RIBA design competition, and noted the wider choice of design options that this will give the Parish Council. Cllr Grimes reported that the design competition process was anticipated to take around six months, and it was anticipated that planning permission and commencement of construction could occur in 2018.

17/31

**Invoices**

- 31.1 Members reviewed the list of invoices for late June and July 2017.
- 31.2 Cllr Clarke asked about invoice 120. It was noted that this was lining of the foul drainage piping under the office and meeting room floor.
- 31.3 Cllr Hewett asked about invoice 115. It was noted that this was the cost of the new CCTV camera at Spencers Wood Recreation Ground. Cllr Clarke asked members to consider the longer term future of CCTV at Ryeish Pavilion, and members agreed to discuss the situation further at the September meeting of the Recreation and Amenities Committee.
- 31.4 The Clerk sought permission from members for the prior approval of salary payments for July and August, plus any invoices that may incur an interest or late payment charge if not paid in a timely manner. She noted that all invoices paid will be listed in the September invoice list. Members **RESOLVED** to approve the request.
  
- 23.6 It was proposed and **RESOLVED** that invoices 92-132 for late June and July, including salaries for June, expenditure totaling £22,203.23 be **APPROVED** and paid. Please see appendix 1.

17/32

**Correspondence**

The following correspondence items were noted:

- 32.1 The Clerk reported with regret a letter from the Earley Crescent Centre, noting that the Mobile Information Centre (MICE) bus will cease its service from October 2017, due to the loss of significant funding.
- 32.2 The Deputy Clerk reported on an update from Wokingham Borough Council on the Eastern Relief Road, noting that a site inspection to review the works to rectify a surface water issue is due to be carried out next week, and that it is hoped that an opening date for the road will be available following this inspection.

17/33

**Date of next meeting**

The date of the next council meeting was confirmed as Monday 11 September 2017.

*The meeting ended at 21:30 hrs.*

**Action items:**

Minute Ref	Details	Action by
25.1	Respond to the supplementary question from Mrs Rosemary Taylor	Clerk / Cllr P Hughes
25.2	Confirm attendance for Mrs Gray at the Planning and Highways meeting	Clerk / Deputy Clerk
27.2.5	Forward details of website issues to the Deputy Clerk	Cllr Lias
27.2.9	Add review of the Standing Orders to the C&P Agenda for 3 <sup>rd</sup> August meeting	Clerk
28.3.2	Arrange payment of approved grants payments	Deputy Clerk
28.4.1	Suggest topics for future Borough Parish Liaison Forum meetings to Cllr Peer	All members
28.5.2	Draw up a timetable for volunteers on the day of the carnival	Clerk

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

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
92	4250	Wokingham Borough Council	Rates - June 2017	Jun-17	793.00	0.00	793.00
93-105		Various	Salaries - June 2017	Jun-17	9226.31	0.00	9226.31
106	4250	Wokingham Borough Council	Rates - July 2017	Jul-17	793.00	0.00	793.00
107	4401/205	Glasdon UK Ltd	Dog waste bin - Pearmans Croft RA	Jun-17	173.70	34.74	208.44
108	4046/101	Lloyds Bank	Account fees	May/June 17	25.00	0.00	25.00
109	4252/201	British Gas	Gas supply SPH	22/3 to 20/6	242.79	12.13	254.92
110	4085/401	Carrera UK Ltd	Website fee	Jun-17	86.66	17.33	103.99
111	4050/101	Imagin Products Ltd	ID badges	Jun-17	18.20	3.64	21.84
112	4254/201	Laurels Plant Centre	Hanging basket fills	Jun-17	86.00	0.00	86.00
113	4401/205	SWVHMC	Shared bin cost	24/6 to 22/9	176.94	0.00	176.94
114	4060/101	Ricoh UK Ltd	Print charge	1/3 to 31/5	312.66	62.53	375.19
115	4574/203	ADT Fire and Security PLC	Interim works for new CCTV camera SWP	Jun-17	1500.00	300.00	1800.00
116	4420/202	Queensbury Shelters Ltd	Panel replacement Church Lane /Hollow Lane	Jun-17	1177.42	235.48	1412.90
117	4254	N Smith	Gardening Services	May-17	290.00	0.00	290.00
118	4075/203	British Telecom	Line rental SWP	Jun-17	36.50	7.30	43.80
119	4047/101	MFG UK Ltd	Disk encryption	June/July 17	3.82	0.76	4.58
120	4254/201	Thames Valley Region (DynoRod)	SPH drain repair	May-17	1085.00	217.00	1302.00
121	4008/101	Kerry Taylor	Mileage	Jun-17	36.45	0.00	36.45
122	4400/205	Laurels Plant Centre	Prunus trees for Kendal Avenue	Jun-17	180.00	0.00	180.00
123	4008/101	Roy Pike	Mileage for training course	Jun-17	6.30	0.00	6.30
124		Cash	Petty cash June 2017	Jun-17	112.12	3.66	115.78
125	4047/203	MFG UK Ltd	IT support July 2017	Jul-17	345.64	69.13	414.77
126	4521/501	SSE	Q1 street lighting	Q1	1104.01	220.80	1,324.81
127	4254	Nick Smith	Gardening services	Jun-17	390.00	0.00	390.00
128	4257/201	Minster Cleaning	SPH cleaning	Jul-17	604.17	120.83	725.00
129	4254/202	Southern Maintenance solutions	Reinstate water supply RP	Jun-17	110.00	22.00	132.00
130	4045/101	Katy Hughes	Expenses	Jul-17	74.50	11.38	85.88
131	4437/205	Ramblers Association	Kissing gate contribution	Jul-17	380.50	0.00	380.50

132	4521/501	SSE Contracting	Street lighting	Jul-17	1244.86	248.97	1,493.83
<b>TOTALS</b>					<b>20,615.55</b>	<b>1,587.68</b>	<b>22,203.23</b>

<b>Code</b>	<b>Petty cash - June 2017</b>	<b>£</b>
4055/101	Stamps	7.29
4050/101	various office goods	38.27
4254/201	Hall goods	26.93
4045/101	Milk, coffee, refreshments	10.89
4254	Window cleaning	25.00
4008/101	Parking and travel	7.40
<b>TOTAL</b>		<b>151.43</b>