

Minutes approved on:	
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## **DRAFT**

# **Minutes of a meeting of Shinfield Parish Council held on Monday 09 October 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.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), B/Cllr Barrie Patman, B/Cllr Antony Pollock, Mrs Gillie Gray (Resident), Mr Stuart Gray (Resident), Mr James Reid (Resident), Mr Laurie James (Resident), Mrs Shirley Johnson (Resident).

Cllr P Hughes regretfully reported the death of Cllr Roy Pike, on Saturday 30<sup>th</sup> September. He spoke about Cllr Pike, and the work that he had carried out during his time on the parish council. Members remarked on Cllr Pike's dedication to the parish and its residents, his humour and his gentlemanly character.

Members held a minutes' silence in Cllr Pike's memory.

17/43 **Public Questions**  
There were no public questions.

17/44 **Co-option of Cllr Gray**  
Mrs Gillie Gray spoke about her reasons for wishing to join the council.

*Mr and Mrs Gray left the meeting at 19:45 hrs.*

*The council RESOLVED that Mrs Gray should be co-opted onto the council to represent the ward of Spencers Wood South.*

Mrs Gray re-joined the meeting at 19:48 hrs. and was welcomed as a new councillor.

17/45 **Apologies and declarations of members' interests**  
45.1 Apologies were received and accepted from B/Cllr Haitham-Taylor.  
45.2 There were no declarations of members' interests.  
45.3 There were no changes to members' declarations of pecuniary interest.

17/46 **Minutes**  
46.1 It was proposed and **RESOLVED** that the minutes of the Council meeting held on 11 September 2017 were a correct record of the meeting and these were signed by Cllr P Hughes.

46.2 Matters arising:  
46.2.1 Forum meeting

The Deputy Clerk confirmed that the forum meeting had been promoted on social media by the parish council, but members attending noted that the attendance at the meeting was poor.

Members noted that the meeting confirmation was sent with very short notice, and the Deputy Clerk noted that the WBC website was also updated with very short notice.

B/Cllr Pollock noted that he will follow up the issue of the short notice of the meeting.

Members asked whether an alternative location could be considered for future meetings.

46.2.2 Raise issues for discussion at the borough parish liaison forum

Cllr Peer reported that no other topics had been suggested by parish councillors.

46.2.3 Civil Parking Enforcement

The Clerk reported that Civil Parking Enforcement by Wokingham Borough Council had been introduced on 9 September 2017. Members asked how many enforcement staff were available, and B/Cllr Pollock reported that there were 2.5 FTE staff working across the borough. Cllr Grimes reported on his attendance at the Civil Parking Enforcement session at Shute End.

B/Cllr Pollock noted that he would feed back the request for some enforcement around football parking in Three Mile Cross.

46.2.4 BALC training

The Clerk reported on Berkshire Association of Local Councils training sessions available, including fundamental councillor training on Tuesday 24 October, which is recommended for both new councillors and as a refresher course for existing councillors..

The Clerk reported that she will be attending a 'meet the auditors' training and 'preparing for the general data protection regulations' training.

Members discussed the data protection changes.

46.2.5 Date for an open house event

Cllr C Hughes reported that a date had been proposed for an open house event, but that this may be revised to a later date.

She reported on plans to seek feedback from existing hirers regarding additional resources they would like to see within the hall. The Clerk will organise this.

46.2.6 BALC AGM resolutions

Cllr Peer reported that she had received no suggestions of resolutions for the BALC AGM.

46.2.7 Complaint

Cllr P Hughes reported that Andrew Moulton has formally written to advise that no further action is required regarding the complaint by a resident against the parish council.

46.2.8 Church Lane Roundabout

Cllr Clarke reported that the initial proposal for the Three Mile Cross Budgens store to sponsor the planting on the new roundabout on Church Lane may need to be deferred until the construction works are complete and the responsibility for the maintenance of the roundabout is handed over from the developers.

46.2.9 SID devices

Cllr P Hughes reported on the installation of the SID devices and thanked Cllr Boyer for his work on the project. He reported that Cllr Boyer will give a presentation on the information obtained from the devices at the November council meeting.

17/47

## Reports

### 47.1 Chairman's Report

47.1.1 Cllr P Hughes reported on the hall refurbishment works, and the final items that are to be completed to finish the project.

47.1.2 Cllr P Hughes reported that the Spencers Wood Carnival event had been successful. Cllr Peer requested that the council's stand next year be sited further from the

music tent, to make it easier to hold conversations with residents. The Clerk noted that the stand had been at the heart of the event.

- 47.1.3 Cllr P Hughes reported on a recent meeting with Andy Glencross from WBC to discuss new allotments and the proposal for a longer lease of Deardon Field. He reported that further updates will be given when the discussions progress further.
- 47.1.4 Cllr P Hughes reported on a meeting held with Nigel Frankland from the University of Reading. He reported on further progress on the footpath off Hyde End Road and the proposal for a community park.
- 47.1.5 Cllr P Hughes reported on a recent meeting with Shinfield Association regarding the costs and income from Millworth Lane. He reported that further work will need to be done before any proposal is taken to the Recreation and Amenities Committee.
- 47.1.6 Cllr P Hughes reported on a meeting to take place at the parish hall with B/Cllr David Lee and the southern parishes on Thursday 2 November 2017 commencing 7.00 pm, all councillors invited. B/Cllr Pollock suggested that concerns about the Community Forum meetings be raised to B/Cllr David Lee at this meeting.

#### 47.2 **Borough Councillors' Report**

- 47.2.1 B/Cllr Patman reported on the Civil Parking Enforcement. He requested feedback and comments from the parish on this, to assist with shaping the introduction of the new system. He noted that Thames Valley Police will be interfacing with WBC regarding parking issues. He further requested the parish to consider locations for double yellow lines. Cllr Gray asked whether initially, information notices can be put on car windscreens of motorists who are breaching rules, as in some areas, parking restrictions are not particularly clear.
- 47.2.2 B/Cllr Pollock reported on the highways concerns regarding Hyde End Road. He reported that the borough is investigating options for widening parts of the road, but that services located along the side of the road will need to be moved. He noted that he has been working with a local resident on the matter, and that the borough is aware of plans drawn up by the University of Reading for a permissive path off the main road. Cllr Peer asked that all matters relating to the road be raised through the parish council. B/Cllr P Hughes noted that WBC officers and B/Cllr Haitham-Taylor were invited to attend a meeting with the University to discuss the permissive path off Hyde End Road, but that no response to the invitation was received. B/Cllr Pollock reported that he will request funding in the capital budget next year for works on Hyde End Road.  
Cllr Grimes asked about the Cemex application for gravel extraction, and asked what impact this was likely to have on Hyde End Road. B/Cllr Patman noted that there is a meeting on 19 October 2017 about the strategic minerals and waste plan.  
B/Cllr Pollock further reported that the works to alter the bus gate at Mitford Fields are being planned, though there are no funds in the capital budget for this work.
- 47.2.3 B/Cllr Pollock noted that there was no further update at present on the opening of the Eastern Relief Road. He noted that Hochtief were still working to resolve drainage issues.
- 47.2.4 B/Cllr Patman reported on action by the northern parishes, seeking to prevent development on greenbelt land in the north of the parish. Cllr Gray noted that borough members are driving forward this action. B/Cllr Pollock noted that the green field areas around Twyford are comparable to the green fields around Grazeley.
- 47.2.5 B/Cllr Patman enquired what information the parish required about the 21<sup>st</sup> Century program. Cllr P Hughes requested an organisation chart.
- 47.2.6 Cllr Lias asked about the traffic calming measures for Basingstoke Road, and what the development trigger point was for delivery of these measures.

*B/Cllrs Patman and Pollock left the meeting at 20.45 hrs*

47.3 **Committee reports:**

47.3.1 **Recreation and Amenities Committee**

Cllr Clarke reported on a meeting of the Recreation and Amenities Committee held on 25 September.

He highlighted the work that has been carried out to level the surface of the car park at Spencers Wood Recreation Ground.

He reported that some replacement trees are now being planted at Deardon Field.

He reported that the Recreation Lane allotment site has a large grass area which until recently has been cut by a volunteer, with a donated mower. He reported that the mower has now broken, and the volunteer is no longer able to cut the grass. He reported that, following a meeting with allotment holders on the site, those present agreed to a proposal to charge an additional levy to all plots on that site of £4 per year for a half plot, and £8 per year for a full plot, to fund the cost of having the grass area cut by the parish council's grass cutting contractor. Cllr Clarke sought approval from members for this proposal. It was proposed by Cllr C Hughes, seconded by Cllr Peer and members **RESOLVED** to approve the proposal.

Cllr Clarke reported on the proposal to plant bulbs and wild flowers in areas identified within the parish. He reported that the committee had reviewed the proposal and recommended that £10K of CIL revenue be ring fenced for the project. He reported that planting at the Black Boy roundabout can also now be included in the proposals, following approval from Wokingham Borough Council. Members noted the need to follow the CIL guidelines and seek approval from the Finance and General Purpose Committee, however, they also noted the time sensitive nature of the proposal.

Following discussion, it was proposed by Cllr Hewett, seconded by Cllr Gray and members **RESOLVED** to fund the project from the council's existing reserves, with a view to submitting a CIL application form to the Finance and General Purposes Committee meeting, scheduled for 26 October 2017.

Cllr Clarke reported on an extraordinary meeting of the Recreation and Amenities Committee scheduled for 11:15am on Wednesday 1<sup>st</sup> November.

Cllr P Hughes asked that the issue of parish gateways be raised with the Planning and Highways Committee. Following discussion, members requested that Cllr Hewett carry out his planned research into the styles and wording on other local gateways, and that this be submitted to the Planning and Highways Committee in due course.

It was **RESOLVED** by members that the draft minutes of the 25 September meeting be adopted.

47.3.2 **Communications and Policies Committee**

Cllr C Hughes reported on a meeting of the Communications and Policies Committee held on 2<sup>nd</sup> October.

Cllr C Hughes reported that the autumn newsletter has now been distributed.

She reported that the art festival is going ahead on 21<sup>st</sup> October and detailed the activities planned for the day.

Cllr Clarke expressed concern about the distribution of profits to organisations at the Spencers Wood Carnival. Following a discussion, members agreed to discuss the matter further at the next C&P committee meeting. The Clerk reported the

vandalism of the hired toilets for the event, and the damage caused to a grass cutting tractor by large stakes left in the ground following the event. She noted that these two incidents may impact the level of proceeds to be distributed next year.

Cllr Lias asked about the new noticeboards. The Deputy Clerk reported that these are currently being installed.

It was proposed and **RESOLVED** by members that the draft minutes of the 2<sup>nd</sup> October meeting be adopted.

47.3.3 Planning and Highways Committee

Cllr Peer reported on a meeting of the Planning and Highways Committee held on 05 October.

Cllr Peer thanked Cllr Boyer for his work establishing the SIDs. Cllr Peer reported on a recommendation put forward by the committee to purchase additional SID equipment and software to create a more comprehensive system.

Following a discussion, Cllr Hewett proposed, Cllr Boyer seconded and members **RESOLVED** to purchase two additional SIDs and supporting software, at a total cost of £6289.50 plus VAT.

Cllr Gray asked whether it would be possible to create a leaflet to promote volunteering to maintain the SIDs.

Cllr Peer reported on the proposal to purchase two Brake Speed Awareness Week banners.

Cllr Peer reported on the opposition, by local residents and parishes, to the Royal Borough of Windsor and Maidenhead Local Plan. The Deputy Clerk was asked to circulate the link to the document to all members. Members discussed the issue of development within greenbelt land.

It was proposed and **RESOLVED** by members that the draft minutes of the 05 October meeting be adopted.

47.4 Reports from Outside Bodies:

47.4.1 Shinfield and Swallowfield Neighbourhood Action Group (NAG)

Cllr P Hughes reported that the minutes of the 13 September 2017 NAG meeting have been circulated to members.

He reported that the vacancy for the council's representative to the NAG will be added to the November council agenda.

47.4.2 Grazeley Village Hall Management Committee

Cllr Lias reported on his attendance at a recent meeting.

47.5 Clerk's Report:

The Clerk reported on the hall refurbishment works.

The Clerk reported on the upcoming Youth Workshop meeting scheduled for Thursday 19<sup>th</sup> October at Shinfield Parish Hall. She noted that the event has been advertised online and in the Wokingham Paper, and that a good attendance is expected.

The Clerk reported on the upcoming Remembrance Sunday event on 12 November. She reported that the Parish Council is the lead organiser for the event, and asked that as many members as possible support the event by attending.

17/48

**Invoices for payment**

- 48.1 Members reviewed the list of invoices for late September and October 2017.
- 48.2 Cllr Lias asked about the new hall dishwasher (invoice 270). The Clerk confirmed that this was a commercial dishwasher.
- 48.3 Cllr Hewett asked about the invoice for Hillier Fox (invoice 272). The Clerk confirmed that this was the third installment for the parish hall refurbishment works.
- 48.4 Members noted that invoice 291 was a duplication of invoice 283 and should be removed from the list.
- 48.2 It was proposed and **RESOLVED** that invoices 242-294 for late September and October, including salaries for September, expenditure totaling £87,949.47 be **APPROVED** and paid. Please see appendix 1.

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**Correspondence**

The following items of correspondence were noted:

- Invitation from the Wokingham District Veteran Trees Association to attend their tenth anniversary meeting on 24 October 2017.
- Letter from Mrs Manjeet Gill, interim Chief Executive at Wokingham Borough Council.
- Invitation to the WBC Sports Council Sports Awards night at Bulmershe School.
- Notification of the Minerals and Waste Planning event at Shute End on 19 October 2017.
- Invitation for town and parish councils to send 2 delegates to a meeting to review the initial assessments of the call for sites for the Local Plan Update.
- 2018 meeting schedule for parish council meetings. The Clerk asked Cllr Gray to consider which committees she would like to join.

17/50

**Date of next meeting**

The date of the next council meeting was confirmed as Monday 13 November 2017.

*The meeting ended at 21:35 hrs.*

At this point in the meeting, members of the public were asked to leave, and Cllrs Hewett and Montgomery left the meeting.

Minutes of the closed meeting of the council are kept on record by the Clerk, but due to their commercially sensitive nature, are not made public.

**Action items:**

Minute Ref	Details	Action by
46.2.5	Organise the feedback from existing hirers	Clerk
46.2.9	Give a presentation on the SIDs project to the November council meeting	Cllr Boyer
47.3.1	Submit a CIL application form to the F&GP committee for the bulb and wild flower planting project across the parish	Clerk / Deputy Clerk
47.3.2	Add discussion on SW Carnival to the next C&P agenda	Clerk
47.3.3	Circulate link to the RBWM Local Plan objections	Deputy Clerk
47.4.1	Add vacancy for NAG representative to the November council agenda	Clerk

**Appendix 1: Invoice items for the October 2017 council meeting**

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
242	4254/201	Hillier Fox	Installation of surface membrane to hall floor	Sep-17	3,909.36	781.87	4,691.23
243	4110/101	Came and Company	Parish council insurance 2018/18	2017/18	5,983.12	0.00	5,983.12
244	4254/206	Pest UK Ltd	Rodent contract Millworth Lane	2017/18	360.00	72.00	432.00
245	4047/101	MFG UK Ltd	Disk encryption	Sept/Oct		1.53	

					7.64		9.17
246	4060/101	Ricoh UK Ltd	Print charge	1.6 to 31.8	241.72	48.34	290.06
247	4046/101	Lloyds Bank	Account fee	Aug/Sep	25.00	0.00	25.00
248	4085/401	Carrera UK Ltd	Website fee	Sep-17	86.66	17.33	103.99
249	4401/205	ISS Facilities Services	Litter picking and bin emptying	May to Aug	1,305.60	261.12	1,566.72
250	4529/502	Land based training	Brush cutter training	Oct-17	812.50	162.50	975.00
251	4251	Castle Water	Water supply	Feb to Aug	1,026.48	0.00	1,026.48
252-265		Various	Salaries	Sep-17	9,164.56	0.00	9,164.56
266	4254/203	DSC Security	Alarm maintenance - SWP	2017/18	107.50	21.50	129.00
267	4203/208	Berkshire Youth	Inflatable hire for splat session	Sep-17	75.00	0.00	75.00
268	4075/203	British Telecom	telephone line SWP	Sep-17	37.50	7.50	45.00
269	4088/402	Greenbarnes Ltd	3 x noticeboards	Sep-17	2,893.99	578.79	3,472.78
270	4355/201	Nisbets	dishwasher for parish hall	Sep-17	1,844.09	368.81	2,212.90
271		Katy Hughes	Various purchases (see below)	Sep-17	149.06	11.71	160.77
272	4355/201	Hillier Fox	Hall refurbishment works	Sep-17	26,174.82	5,234.96	31,409.78
273	4401/205	ISS Facilities Services	Bin emptying and litter picking	Sep-17	326.40	65.28	391.68
274	4521/501	SSE	Street lighting Q2	Q2	769.54	153.90	923.44
275	4203/208	Berkshire Youth	Graffiti workshop	Jan-17	15.00	0.00	15.00
276	4252/201	British Gas	Gas supply & Standing Charge	June - Sept	57.55	2.88	60.43
277	4047/101	MFG UK Ltd	Single license data erasure service	Sep-17	16.00	3.20	19.20
278	4008/101	Kerry Taylor	Mileage	Sep-17	29.70	0.00	29.70
279	4250	Wokingham Borough Council	Rates	Oct-17	793.00	0.00	793.00
280		Cash	Petty cash (see below)	Sep-17	213.33	7.87	221.20
281	4070/101	CCB	Membership fee	2018/18	65.83	13.17	79.00
282	4254/201	DSC Security	Installation of new door alarm sensor	Oct-17	74.00	14.80	88.80
283	4254/201	British Gas Business	Removal of gas meter from SPH	Oct-17	169.19	33.84	203.03
284		Traffic Technology Ltd	SID devices, brackets, training etc	Sep-17	8,000.00	1,600.00	9,600.00
285		Barclaycard	Credit card purchases (see below)	Sept/Oct	2,669.44	528.87	3,198.31
286	4402/205	Glasdon UK Limited	4 x new benches	Oct-17	4214.76	842.95	5,057.71
287	4355/201	Appliances Direct	Cooker hood for SPH	Oct-17	383.31	76.66	459.97
288	4086/401	Urban Planet Comms Limited	Newsletter Printing - autumn 2017	Oct-17	332.00	0.00	332.00
289	4253/301	Eon UK Ltd	Power supply RBL site	Oct-17	78.36	3.92	82.28
290	4355/201	Oakleaf Building Surveyors Ltd	Hall refurbishment project management	Oct-17	2939.29	587.86	3,527.15
292	4400/4401	Chris Blow	Mowing and rubbish removal	Sept & Oct 2017	335.00	0.00	335.00
293	4257/201	Minster Cleaning	Parish hall cleaning	Oct-17	287.70	57.54	345.24
294	4047/101	MFG UK Ltd	IT support and back up	Oct-17	345.64	69.13	414.77
<b>TOTALS</b>					<b>76,319.64</b>	<b>11,629.83</b>	<b>87,949.47</b>

Code	Petty cash - September 2017	£
4055/101	Stamps	6.84

4050/101	various office goods	71.85
	Footpath maintenance eqp	50.94
4045/101	Milk, coffee, refreshments	13.78
4087/402	Carnival expenses	51.99
4254	Window cleaning	25.00
4008/101	Parking and travel	0.80
	<b>TOTAL</b>	<b>221.20</b>

<b>Code</b>	<b>Katy purchases – invoice 271</b>	<b>£</b>
4087/402	Traffic sign – remembrance	60.20
4055/101	Stamps	84.00
4050/101	Office goods	16.57
	<b>TOTAL</b>	<b>160.77</b>

<b>Code</b>	<b>Katy purchases – invoice 285</b>	<b>£</b>
4355/201	Hand dryers	1420.79
4045/101	Operation Bridge Items	97.82
4355/201	Cooker	1679.70
	<b>TOTAL</b>	<b>3198.31</b>