

Minutes approved on:	
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## **DRAFT**

### **Minutes of a meeting of Shinfield Parish Council held on Monday 13 November 2017 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 20.00 hrs.**

Present: Cllrs N Boyer, I Clarke, P Emmet, G Gray, 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, Mr James Reid (Resident), Mr Laurie James (Resident).

17/52 **Public Questions**  
There were no public questions.

17/53 **Co-option of Cllrs James and Reid**

*Mr James and Mr Reid left the meeting at 20:10 hrs.*

Members **RESOLVED** that Mr Laurie James should be co-opted onto the council to represent the ward of Shinfield Village.

Members **RESOLVED** that Mr James Reid should be co-opted onto the council to represent the ward of Shinfield North.

*Cllrs James and Reid re-joined the meeting at 20:11 hrs. and were welcomed as new councillors.*

17/54 **Apologies and declarations of members' interests**  
54.1 Apologies were received and accepted from B/Cllrs Pollock and Munro.  
54.2 There were no declarations of members' interests.  
54.3 There were no changes to members' declarations of pecuniary interest.

17/55 **Committee and outside body Appointments**  
55.1 Cllr C Hughes proposed, Cllr Boyer seconded and members **RESOLVED** to appoint Cllr Gray to the staffing committee.  
55.2 Cllr Reid volunteered to represent the parish council at the Fields Community Forum (Formerly the Neighbourhood Action Group).

17/56 **Minutes**  
56.1 It was proposed and **RESOLVED** that the minutes of the Council meeting held on 09 October 2017 were a correct record of the meeting and these were signed by Cllr P Hughes, subject to the amendment of 47.2.4 to read 'north of the borough' and not 'north of the parish'.

56.2 Matters arising:  
56.2.1 Feedback from hall users  
The Clerk reported that she is undertaking this.

56.2.2 Report on the Speed Indicator Devices (SIDs)

Cllr Boyer gave a verbal report on the new SIDs. He reported the following:

- The SIDs are being moved around the parish
- The 2 new devices have arrived today
- The devices now record an exit speed and are set to anti-race.
- Some areas where we would like to mount the SIDs do not have suitable poles, so we may need to consider installing some, though this will likely require planning permission.
- We have requested permission from the WBC street lighting team to mount the SIDs on WBC owned lamp posts, but have not received a response as yet.
- The data obtained from the devices will be passed to Thames Valley Police and Wokingham Borough Council.
- Two of the devices will be used to measure peak hour exits from developments, to review against assumed trip rates in the WBC travel plan.

Please advise Cllr Boyer if you have other suggestions to locate the SIDs.

Residents from other parishes have approached the parish to ask whether they are available for hire.

Cllr Lias will attend the meeting on the WBC transport model on 29<sup>th</sup> November at Shute End.

56.2.3 CIL application to the Development Board

The Clerk noted that CIL applications forms will go to the next meeting of the Development Board.

56.2.4 Spencers Wood Carnival discussion

The Clerk noted that this is on the agenda for the next Communications and Policies Committee meeting.

56.2.5 Royal Borough of Windsor and Maidenhead Local Plan objections

The Deputy Clerk confirmed that this was circulated. The Deputy Clerk was asked to forward the document to B/Cllr Halsall.

56.2.6 Open House event

Cllr C Hughes reported that the event will be held on Saturday 27 January from 2 – 5pm and asked for volunteers to help cover the event.

56.2.7 South of M4 Community Forum meeting

The Clerk reported that she has requested for the next forum meeting to be held at the parish hall. Members discussed how poorly the meetings are advertised, and how short the notice of the meeting is. Members asked whether banners could be produced to promote the event, and noted that the name 'South of M4' may be confusing to some residents.

56.2.8 Training courses

Members noted that Cllr Gray recently attended the fundamental councillor training session.

56.2.9 Damage to the mower following the Spencers Wood Carnival

The Clerk reported that the two tent pegs from the large bar marquee were left behind in the grass after the event was cleared down, and these resulted in the damage to the mower when the recreation ground was cut the following week. The Clerk reported that the cost to repair the damage was more than £500, but that the marquee company admitted liability and will settle the bill.

56.2.10 Speed limit reduction for Basingstoke Road, Spencers Wood

Members asked when the speed limit reduction would be brought in for Basingstoke Road. B/Cllr Patman noted that it was unlikely that the road would be resurfaced whilst the development work is ongoing. Members asked what the general rules were on road speeds in villages, and asked how areas such as Barkham Road and Riseley have managed to bring in a speed limit reduction. The Deputy Clerk was asked to follow up on these matters.

57.1 **Chairman's Report**

- 57.1.1 Cllr P Hughes reported on his attendance at the Remembrance Service on Sunday 12<sup>th</sup> November. He thanked all those who had worked to organise and run the event.
- 57.1.2 He reported that he and the Clerk had met with Tim Parry, CEO of the Community Council for Berkshire (CCB) to discuss the brief for developing community facilities in Spencers Wood.
- 57.1.3 Cllr P Hughes reported that he, the Clerk, Deputy Clerk, Admin Assistant and Cllr Montgomery attended the funeral of Cllr Pike. He reported that he had spoken to the family about dedicating a bench to Cllr Pike.
- 57.1.4 He reported on the youth strategy meeting held on 19 October, where lots of interesting ideas for youth provision were discussed. He reported that he had discussed the possibility of a local Army Cadet group setting up in January.
- 57.1.5 Cllr P Hughes reported on the Community Art and Crafts Festival held on 21<sup>st</sup> October. He reported that the event was successful, and the council will look to run it again, and promote it more widely.
- 57.1.6 He reported on the meeting with B/Cllr David Lee on 2<sup>nd</sup> November, where a discussion was held with representatives from the neighbouring parishes over planning matters.
- 57.1.7 Cllr P Hughes reported on a meeting with Chapel Lane Preschool on 3<sup>rd</sup> November. He reported that a rent review for the preschool's use of Spencers Wood Pavilion is due in January, which will be discussed further by the Recreation and Amenities Committee.
- 57.1.8 He reported on the volunteer reception which was held on the evening of Friday 3<sup>rd</sup> November at the parish hall. The event was a great success and good feedback was received from those who attended. Next year, name badges will be provided for those attending.
- 57.1.9 Cllr P Hughes reported on a meeting he attended with the Clerk and Mr Tony Grover from BDS Surveyors. He reported that longer term options for Spencers Wood Pavilion are being considered.
- 57.1.10 He reported on a site visit with Cllr Clarke and the Clerk to Millworth Lane recreation ground. He reported on a few issues on the site, and noted that some investment was needed.
- 57.1.11 Cllr P Hughes reported that he, Cllr Peer and the Clerk are due to attend a meeting at Shute End on Friday 17 November on the Local Plan Update and initial review of the 32 sites put forward in the parish for development.

57.2 **Borough Councillors' Report**

- 57.2.1 B/Cllr Patman reported on the 21<sup>st</sup> Century Programme being undertaken at Wokingham Borough Council. He reported that the Interim Chief Executive, Mrs Manjeet Gill is now in place, and the council is now advertising for a permanent Chief Executive. The three direct reports to the CEO are now in place, but the tiers below this are still being finalised, and as yet, an organisation chart for the council is not available.
- He reported that it is anticipated that the process will be completed by May 2018.

Cllr P Hughes reported on a request for a meeting with the borough councillors for this parish, and asked B/Cllr Patman to follow up on liaising with the other members to find a suitable date for a meeting.

Cllr P Hughes asked the Clerk to write to Borough Councillor Haitham-Taylor about the future of the parish council's land at Ryeish Green.

*B/Cllr Patman left the meeting at 21.00 hrs*

57.3 **Committee reports:**

57.3.1 Finance and General Purpose Committee

Cllr Grimes reported on the committee meeting held on 26 October 2017.

He noted the grants working group is still quorate, and the membership will remain as it is until May 2018.

He reported on the requirement for the accounts to show the council's CIL income both appropriately and clearly. He noted that tracking of the funds is required as they are time limited, though as this is new, the process is as yet untested.

He reported on a proposal for Cllr James to work with the committee as an internal checker.

It was **RESOLVED** by members that the draft minutes of the 26 October meeting be adopted.

57.3.2 Planning and Highways Committee

Cllr Peer reported on a meeting of the Planning and Highways Committee held on 30 October.

Cllr Clarke asked whether open community space was listed as a requirement for the community during the presentation received from developers regarding land at Body's Farm.

Cllr Lias asked about the notes circulated from the presentation regarding secondary school provision. The Deputy Clerk was asked to add this comment to the notes from Meeting Place Communications.

Cllr Clarke expressed concern over the loss of the hedgerow in the Bewley Homes development on Hyde End Road. Cllr Peer reported that the design which the committee had reviewed and commented on had included the retention of the central hedgerow, but that the final approved plans had shown this as removed, and an altered housing layout. Cllr Clarke asked where the SANG provision for this site would be.

Cllr Peer noted that the committee is due to meet with the development consortium to discuss the village centre on 29 January 2018.

Cllr Peer reported that neighbouring parishes have written to Sajid Javid, the Housing Minister, requesting broader changes to the government's housing policies. She reported that a letter from this parish council has been drafted, but that Cllr P Hughes had requested that more information specific to this parish be included.

Cllr Gray asked about the provision of SUDs ponds within SANGs, and whether their area can be included within the overall SANG space provided, given that they are unusable at certain times of the year. Cllr Peer noted that this could be raised with Chris Howard at the next bi-monthly meeting with him.

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

57.3.3 Recreation and Amenities Committee

Cllr Clarke reported on a meeting of the Recreation and Amenities Committee held on 01 November.

He reported that the committee is pursuing options with the University of Reading for obtaining land for a community park. He reported on concerns over the number of allotment plots coming forward with the new developments.

He reported that the proposal to swap land at Deardon Field with land at Ryeish Green with Wokingham Borough Council was discussed, and the committee would like an opportunity to speak with the borough councillors on this matter.

He reported that the committee is looking at proposals for Millworth Lane, and Cllr Clarke noted that the site will be increasingly busy due to the growth in housing numbers. He noted that the playground is in a poor condition, and the grass pitches are in use a lot of the time.

He reported that the process for applying for CIL funding for projects is very arduous. Following extensive discussion, it was agreed that the Development Board would discuss reviewing the process at their next meeting.

It was **RESOLVED** by members that the draft minutes of the 01 November meeting be adopted.

57.4 **Reports from Outside Bodies:**

57.4.1 **Borough Parish Liaison Forum**

Cllr Peer reported on her attendance at a recent Borough Parish Liaison Forum. She reported that a further request has been raised for training on the new planning portal.

57.4.2 **Shinfield Association**

Cllr Clarke reported on his recent attendance at a meeting of the association. He reported that Shinfield Tennis Club were concerned that decisions were being made about Millworth without them being consulted. He reported that he had spoken to the tennis club secretary about this, to advise that no decisions have been made, and that the council is currently only looking at options.

57.4.3 **Spencers Wood Village Hall Management Committee**

Cllr Peer reported on her attendance at the recent AGM and committee meeting.

57.5 **Clerk's Report:**

The Clerk reported that she is currently working on a five year strategy for the council, which is hoped will come to the December council meeting.

She reported on her attendance at a Clerk's forum on 8 November 2017, where the borough council's 21<sup>st</sup> Century program was discussed.

She reported on the Remembrance Sunday service on 12 November and on an opportunity for local school children to be involved in the 'Never Such Innocence' project for the 2018 commemorations. She reported that the Shinfield and District Local History Society has recently published a book called 'Our Boys', commemorating the village's part in the First World War. Following discussion, members proposed and **RESOLVED** to purchase ten copies of the book to distribute to local schools.

The Clerk reminded members that the committees are now entering their budget cycles.

17/58

**Invoices for payment**

- 58.1 Members reviewed the list of invoices for late October and November 2017.
- 58.2 Cllr Clarke reported on item 317 and an increase in reports of rats on the allotments.
- 58.3 Cllr Lias asked about invoice 332. The Clerk reported that this was for the purchase of the plastic display racks for the hall.
- 58.4 Cllr C Hughes reported that invoice 337 was for the catering for the volunteer reception.
- 58.5 It was proposed and **RESOLVED** that invoices 295-351 for late October and November, including salaries for October, expenditure totaling £65,935.18 be **APPROVED** and paid. Please see appendix 1.

17/59

**Correspondence**

The following items of correspondence were noted:

- Master planning letter to all Town and Parish Clerks
- Invitation to the Berkshire Association of Local Councils (BALC) AGM on Tuesday 28 November at the Oakwood Centre. The Clerk reported that she and Cllr Peer will attend.
- Training – The Clerk will be attending a ‘Meet the auditor’ session on Tuesday 14 November 2017, and she and Cllr Peer are attending the data protection training. Cllr Montgomery is attending a trustees training course.
- Councillor dinner – this will be on Friday 26 January 2017 for both councillors and partners.

17/60

**Date of next meeting**

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

*The meeting ended at 21:55 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
56.2.5	Forward WBWM local plan objections to B/Cllr Halsall	Deputy Clerk
56.2.6	Advise Cllr C Hughes if you are able to help with the open house event on Saturday 27 January, 2 – 5pm	All members
56.2.10	Follow up on Basingstoke Road speed reduction trigger	Deputy Clerk
57.2.1	Identify suitable dates for a meeting with the borough councillors	B/Cllr Patman / Clerk
57.2.1	Write to B/Cllr Haitham-Taylor regarding the future of the parish council’s land at Ryeish Green	Clerk
57.3.2	Add additional comments to the notes from Meeting Place Communications	Deputy Clerk

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

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
295	4250	Wokingham BC	Rates	Nov-17	793.00	0.00	793.00
296-308		Various	Salaries Oct 2017	Oct-17	9,426.47	0.00	9,426.47
309	4529	Ian Young	Purchases for brush cutter	Oct-17	27.42	0.00	27.42
310	4087	Farnham Quilters	Frame hire for Arts event	Oct-17	42.00	0.00	42.00
311	4075/203	British Telecom	Calls and line rental SWP	Oct-17	36.50	7.30	43.80
312	4047/101	MFG UK Ltd	IT support	Nov-17	434.72	86.95	521.67
313	4355/201	Nisbets	Bathroom accessories and kitchen	Oct-17	459.53	91.89	551.42

			accessories				
314	4355/201	GLS Educational Supplies	Toilet rolls and toilet roll dispensers	Oct-17	74.95	14.99	89.94
315	4254/201	Cooleraid	Water cooler reinstallation and rental	Oct-17	192.50	36.50	231.00
316	4070/101	CPRE	Membership renewal 2017/18	2017/18	36.00	0.00	36.00
317	4254/206	Pest UK Ltd	Treatment at Rec Lane allotments	Oct-17	120.00	24.00	144.00
318	4355/201	Appliances Direct	Fridge freezer for SPH	Oct-17	695.00	139.00	834.00
319	4060/502	Brake	Road Safety Week banners	Oct-17	550.00	110.00	660.00
320	4085/401	Carrera UK Ltd	Website fee	Oct-17	86.66	17.33	103.99
321	4521/201	SSE Contracting	S/L maintenance and repairs	Q2	1,218.69	243.74	1,462.43
322	4070/101	National Allotment Society	Membership renewal 2017/18	2017/18	55.00	11.00	66.00
323	4400/205	Nigel Jeffries Landscapes	grass cutting	Sept / Oct	935.00	187.00	1,122.00
324	4088/402	R J Morgan (Fencing) Ltd	Install noticeboards and Deardon Field panel	Oct-17	570.00	114.00	684.00
325	4046/101	Lloyds bank	Account fee	Sept/Oct 17	19.18	-	19.18
326	4401/205	ISS Facility Services	Bin emptying and litter picking	Oct-17	326.40	65.28	391.68
327	4008/101	Kerry Taylor	Mileage	Oct-17	37.35	0.00	37.35
328	4257/201	Minster Cleaning Services	Additional deep clean 14.10.17	Oct-17	53.12	10.62	63.74
329	4355/201	Hillier Fox	Fourth payment		28192.06	5638.42	33830.48
330		SSE power distribution	power connections	Nov-17	741.80	148.36	890.16
331	4251/206	Castle Water	Water supply - allotments	Sept/Oct	236.08	0.00	236.08
332	4355/201	Barclaycard	Display sense wall leaflet racks SPH	Nov-17	259.88	51.98	311.86
333	4254/201	Kerry Taylor	Purchase for roller shutter store	Nov-17	37.95	0.00	37.95
334		Katy Hughes	Various purchases - see below	Nov-17	211.03	5.93	216.96
335	4254/201	Token Security Solutions	Repower fire alarm	Oct-17	145.00	29.00	174.00
336	4060/101	S Roberts	Paper / stationery purchases	Nov-17	26.65	5.33	31.98
337	4170/401	Carole Hughes	Volunteer event catering	Nov-17	284.55	-	284.55
338		Cash	Petty cash (see below)	Oct-17	308.02		308.02
339	4040/101	Involve	Trustee training for I Montgomery	Dec-17	25.00	0.00	25.00
340	4536/502	Vinyl Revolution	Vinyl Stickers for SID devices	Nov-17	67.95	13.59	81.54
341	4588/201	Valuation Office Agency	Survey and report SPH	Oct-17	1700.00	340.00	2,040.00
342	4060/101	Katy Hughes	Online printing for walk leaflet	Nov-17	59.21	0.00	59.21
343	4401/205	Tudor Environmental	100 x extra heavy duty large black bin bags	Nov-17	49.50	9.90	59.40
344	4088/402	More Arts	Hands on art activity for arts event	21.10.2017	370.00	0.00	370.00
345	4529/502	Lister Wilder	Brush Cutter	Oct-17	414.00	82.80	496.80
346	4400/205	N Smith	Gardening services	Sept & Oct	830.00	0.00	830.00
347	4087/402	T&CS	PA system for Remembrance Sunday	Nov-17	160.00	32.00	192.00
348	4536/502	Traffic Technology Ltd	2 x new SIDs and new system apps	Nov-17	6187.00	1237.40	7,424.40
349	4083/101	Loddon Reach Magazine	Advert for the parish hall	Nov-17	56.70	0.00	56.70
350	4075/203	British Telecom	Telephone line SWP	Nov-17	37.50	7.50	45.00

351	4086/401	D2D Distribution Ltd	Autumn newsletter	Oct-17	485.00	97.00	582.00
<b>TOTALS</b>					<b>57,074.37</b>	<b>8,858.81</b>	<b>65,935.18</b>

<b>Code</b>	<b>Petty cash - October 2017</b>	<b>£</b>
4055/101	Stamps	14.99
4050/101	various repair goods	62.20
4170/401	volunteer event catering	16.59
4060/101	stationery	87.80
4045/101	Milk, coffee, refreshments	34.52
4087/402	Art event catering	36.43
4254/201	Kitchen / hall goods	29.29
4254	Window cleaning	25.00
4008/101	Parking and travel	1.20
	<b>TOTAL</b>	<b>308.02</b>

<b>Code</b>	<b>Katy purchases – invoice 334</b>	<b>£</b>
4087/402	Art event items (vouchers, velcro, pegs, ribbons, )	128.26
4060/101	Office stationery	55.14
4355/201	Soap dispenser	33.56
	<b>TOTAL</b>	<b>216.96</b>