

Minutes approved on:	
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DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 22 May 2017 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 20.00 hrs.

Present: Cllrs N Boyer, P Emmet, A Grimes, G Hewett, C Hughes, P Hughes (Ch), I Montgomery, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), B/Cllr Haitham-Taylor, B/Cllr Pollock, Mr Amit Gupta, Mr S Garg, Mr K Alluri

17/07 **Public Questions**

Mr Gupta spoke to members and asked for support for improvements to the facilities for children and adults locally playing cricket at Millworth Lane Recreation Ground.

Cllr P Hughes reported that there will be provision of additional facilities for cricket off Hyde End Road, due to be delivered as part of the West of Shinfield housing development, but that it is scheduled to be delivered in line with the 900th occupation, which is not expected to be for a few years yet. He reported that temporary cricket facilities are due to be delivered at Ryeish Green, but these will not be available until summer 2018.

Members recommended the following actions:

- Speak to the new WBC Executive Member for Leisure – B/Cllr Norman Jorgensen
- Consider submitting a grant application to the Parish Council

Mr Gupta, Mr Garg and Mr Alluri left the meeting at 20.25

17/08 **Apologies and declarations of members' interests**

08.1 Apologies were received and accepted from Cllrs I Clarke, D Lias and A Masood.

08.2 There were no declarations of members' interests.

17/09 **Minutes**

09.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 10 April 2017 were a correct record of the meeting and these were signed by Cllr P Hughes.

09.2 Matters arising:

09.2.1 Criteria for hall use and quotes for gardening and grass cutting

Members noted that these items will be reviewed at the next meeting of the Recreation and Amenities Committee.

09.2.2 Basingstoke Road stile replacement

The Clerk reported that a letter has been sent to the land owners, requesting permission for the Shinfield Volunteer Group to replace a stile with a kissing gate.

09.2.3 Meeting with WBC Officers

The Clerk reported on a meeting with WBC Officers, scheduled for Wednesday 24 May 2017. The Clerk was asked to confirm who will be attending, due to WBC Executive Member changes.

09.2.4 Training courses

The Clerk reported that Cllrs Pike and Lias are scheduled to attend Fundamental Councillor training in June, and Cllr Montgomery is scheduled to attend Chairmanship skills training in June.

09.2.5 Meeting with residents re Bridge Farm quarry proposals

The Deputy Clerk reported on her attendance at a meeting with Cllr Peer and residents from Shinfield and Arborfield to discuss objections to the proposals for sand and gravel extraction at Bridge Farm.

09.2.6 Parish hall cleaning and fire alarm system contracts

The Clerk reported that a new contract is in place for cleaning at the Parish Hall, and for maintenance of the fire alarm systems at both the parish hall and at Spencers Wood Pavilion.

09.2.7 CIL workshop

The Clerk reported that a follow-up workshop to review CIL priorities will be held on Tuesday 6th June 2017 at 7.30pm in the John Heggadon Meeting Room.

09.2.8 Speed monitoring equipment

Cllr Pike asked about the speed monitoring equipment. Cllr Emmet reported that he and Cllr Lias had attended a session at Wokingham Fire Station where the new equipment had been on display. He reported that both he and Cllr Lias were waiting to hear more about specific training and local sessions.

Cllr Pike asked about the council's proposal to purchase its own equipment. The Deputy Clerk reported on the low response to a request for volunteers in the last newsletter. Following discussion, members requested the matter be referred back to the Planning and Highways Committee for further discussion.

09.2.9 Millworth Lane lease

Cllr Montgomery asked whether there had been a response from the University of Reading over the Millworth Lane lease. Cllr P Hughes reported that the Parish Council was still in discussion with the Shinfield Association on the matter, and that no decisions over it have yet been made, but that the University had indicated that they would not have an issue with this.

17/10

Reports

10.1 Chairman's Report

10.1.1 Cllr P Hughes reported that around sixty residents attended the Annual Parish Meeting on 26 April, and that the feedback from the meeting was good.

10.1.2 Cllr P Hughes reported on the Pupil Referral Unit which has opened in the temporary buildings at Ryeish Green, will only be in place until the end of the summer term in July 2017. B/Cllr Haitham Taylor reported that the site was a temporary measure to provide additional space for pupils at the Foundry site to take examinations.

10.1.3 Cllr P Hughes reported on a meeting held on 26 April with B/Cllr Ross, Andy Glencross, Rev Chris Leslie and David Mason to discuss the Glebe Land in Shinfield. Cllr P Hughes asked B/Cllrs Haitham Taylor and Pollock to follow up on a legal agreement not to apply for an alternative use of the site until 2026, which came about as a result of the planning appeal. Cllr P Hughes reported that the University of Reading were reviewing other land which the Parish Council could potentially lease as public open space.

10.1.4 Cllr P Hughes reported on the public consultation which was held recently by Taylor Wimpey for the south of Church Lane application.

- 10.1.5 Cllr P Hughes reported on a request from Debbie Johnson-Waite to run a community service on Spencers Wood Recreation Ground on Sunday 17 September, following the carnival. Members **RESOLVED** to approve the request.
- 10.1.6 Cllr P Hughes reported that the new website is now up and running. He reported that the new residents' booklet has been issued and distributed to development sites and estate agents across the parish.
- 10.1.7 Cllr P Hughes reported on correspondence from residents in relation to local broadband speeds. B/Cllr Haitham Taylor reported on a new initiative coming forward at the borough, and recommended the Parish Council speak to B/Cllr Munro.
- 10.1.8 Cllr P Hughes reported on the summer newsletter. He requested approval for additional spend to print a double newsletter, to incorporate the annual report. Members **RESOLVED** to approve the request.

10.2 **Borough Councillors' Report**

Members congratulated B/Cllr Haitham Taylor on her new role as Leader of the Council.

- 10.2.1 B/Cllr Haitham Taylor declared an interest in the Bridge Farm quarry proposal, as a personal friend of Lord Bearsted, the owner of Farley Farms, whose land forms part of the application area, and reported that she did not feel it was appropriate for her to discuss the application.
- 10.2.2 B/Cllr Pollock reported that he attended the Pearmans Croft Residents' Association meeting held on Saturday 13 May. He reported that the meeting discussed Homes in Multiple Occupation (HMOs). B/Cllr Haitham Taylor reported that the borough council will be putting together a proper policy on HMOs, a process which is expected to take a year or so.
- 10.2.3 B/Cllr Pollock spoke about one ongoing enforcement matter.
- 10.2.4 Cllr P Hughes asked B/Cllr Haitham Taylor what her priorities were. B/Cllr Haitham Taylor reported that there will be a renewed focus on business, enterprise and regeneration, as the council looks to find new ways to generate income and retain successful businesses in Wokingham. She reported that getting the next local plan right is a key priority, and as such, a new Executive Member for strategic planning has been appointed, to focus specifically on this. She reported that library services have been moved into the environment portfolio, under leisure, as the council moves towards providing community hubs.
Cllr Peer asked for assurance that Shinfield will be looked at more holistically. Cllr Haitham Taylor reported that there have been some significant changes initiated at the borough, and it is hoped that these changes will start to deliver a real difference.

B/Cllr Pollock left the meeting at 21:00 hrs

10.3 **Committee reports:**

10.3.1 **Planning and Highways Committee**

Cllr Peer reported on the Planning and Highways Committee meeting held on 12 April. Members noted that the minutes are already approved, and not in draft format.

It was proposed and **RESOLVED** by members that the approved minutes of the 12 April 2017 meeting be adopted.

Cllr Peer reported on the Planning and Highways Committee meeting held on 4 May.

Members asked about the additional stops for the Leopard 10 bus. The Deputy Clerk was asked to follow up on this.

It was proposed and **RESOLVED** by members that the draft minutes of the 4 May 2017 meeting be adopted.

10.3.2 **Development Board:**

Cllr P Hughes reported on a meeting of the Development Board held on 17 May 2017.

He reported on a recommendation from the Development Board for the parish council to approve a RIBA design competition for the new community centre, at a cost of £53,500. Following discussion, members **RESOLVED** to approve, and recommend to the Joint Management Committee, that the RIBA competition approach be approved for the architectural design of the new community centre at a total cost of £53,500 to the parish council initially, exclusive of VAT, and subject to the parish council seeking to recover costs from the global budget agreed for the SDL community facility for Shinfield.

Cllr P Hughes reported on the receipt of Heads of Terms for the new lease for the existing parish hall. He expressed concerns over the legal position around trustees and their current status. Cllr P Hughes reported that, based on the charity's current constitution, Shinfield Parish Council is entitled to appoint three of the five trustees, with two trustees being co-opted, and each serving a period of four years' in office.

The Clerk reported that one trustee was appointed in 2016, but that no other trustees have been appointed since 2013, and as such, the period of office of the remaining Parish Council appointed trustees has now expired.

Following discussion, members **RESOLVED** to cease progressing the lease negotiations further, until queries over the trustee situation are resolved.

It was proposed and **RESOLVED** by members that the draft minutes of the 18 May 2017 meeting be adopted.

10.4 **Reports from Outside Bodies:**

10.4.1 **Shinfield SDL Forum meeting**

Members discussed the recent Shinfield SDL Forum meeting and the new format for running the meetings. He 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.

Following discussion, members expressed a preference for the previous format, where all attendees were able to listen to the discussion and presentations, and ask questions and be involved in the debate.

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

Cllr Pike reported on his attendance at a recent NAG meeting, where speeding, hare coursing and thefts from motor vehicles were discussed. The next meeting will be held on 5 July, which will be an open meeting with WBC, where the Cleaner and Greener team, Street Naming Team and Community Wardens will present information.

10.4.3 **Spencers Wood Village Hall Management Committee**

Cllr P Hughes reported on his attendance at a recent meeting of the committee. Minutes of the meeting have been circulated to members.

- 10.4.4 Grazeley Village Hall Management Committee
Cllr P Hughes reported that, due to illness, no members were able to attend the recent meeting.
- 10.4.5 Pearmans Croft Residents' Association
Cllr D Peer reported on her attendance at a recent meeting.
- 10.5 **Clerk's Report:**
 - 10.5.1 The Clerk reported on her, and the Deputy Clerk's attendance at a recent SLCC training session.
 - 10.5.2 The Clerk reported that the auditor has recently completed her second visit, and a report on the council's audit position is expected shortly.
 - 10.5.3 The Clerk reported that the Deputy Clerk has had the first regular meeting with Chris Howard, the Senior Planning Officer for the Shinfield SDL, to discuss local planning matters. These meetings will be held bi-monthly.

17/11

Sport and Leisure

- 11.1 Cllr P Hughes reported on a discussion by members of the Recreation and Amenities Committee regarding the grass pitches at Ryeish Green. He reported that it had been recommended that all the grass pitches, including the Parish Council's pitches, be managed by the same provider, but that this should not be the Parish council. Following discussion, members **RESOLVED** to advise Wokingham Borough Council that the parish council does not want to take on the future management of the grass pitches at Ryeish Green, and to give delegated authority to the Chairman, Chair of the Recreation and Amenities Committee, and the Clerk, to negotiate with Wokingham Borough Council over a potential lease, sale or land swap at Ryeish. It was noted that a decision on any outcome will come back to full council.

17/12

Parish Hall Refurbishment

- 12.1 Cllr P Hughes reported that the works to commence the refurbishment of the main hall area will commence on Monday 24 July, to coincide with the school holidays, however, the works to replace the air conditioning units in the office and meeting room will start earlier.
- 12.2 Following discussion, members **RESOLVED** to grant authority for completion and sign-off of contractual terms and conditions, approval of works, and staged payments as appropriate, to the Chairman of the Council, Chairman of the Recreation and Amenities Committee and the Clerk, up to £114,800 (excl. VAT), which is the total amount approved at the February 2017 council meeting.
- 12.3 The Clerk confirmed that Oakleaf Building Surveyors are acting as QS for the works. Cllr Peer offered the services of John Peer, a qualified QS, to assist in reviewing the contract.

17/13

Invoices

- 13.1 Members reviewed the list of invoices for late April and May 2017.
- 13.2 It was proposed and **RESOLVED** that invoices 8-55 for late April and May, including salaries for April, expenditure totaling £17,761.52 be **APPROVED** and paid. Please see appendix 1.

17/14

Correspondence

The following correspondence items were noted:

- 14.1 Letter from Swallowfield Medical Practice, reporting plans to relocate services from Millworth Lane to the Shinfield Medical Centre. Cllr Grimes recommended that the D2 use of the Millworth Lane site should be protected.

17/15

Date of next meeting

The date of the next council meeting was confirmed as Monday 12 June 2017.

The meeting ended at 22:00 hrs.

Action items:

Minute Ref	Details	Action by
9.2.1	Add criteria for free hall use and quotes for gardening and grass cutting to the next R&A agenda	Clerk
9.2.8	Discuss proposals for purchase of speed monitoring equipment at the next P&H meeting	Deputy Clerk
10.1.7	Speak to B/Cllr Munro about broadband within the parish	Deputy Clerk

Appendix 1: Invoice items for the March council meeting

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
8 to 21		Various	Salaries April 2017	Apr-17	9,348.62	0.00	9,348.62
22	4050/101	Imagin	Member badge	Apr-17	8.40	1.68	10.08
23	4251	Thames Water	Water supply various locations	Apr-17	123.05	0.00	123.05
24	4070/101	Community Council for Berkshire	Annual membership subscription	2017/18	30.00	0.00	30.00
25	4047/101	MFG UK Ltd	IT support and youth club filter	May-17	379.22	75.84	455.06
26	4008/101	Kerry Taylor	Mileage	Apr-17	36.45	0.00	36.45
27	4401/203	ISS facility services ltd	Bin emptying and litter pick	Apr-17	326.40	65.28	391.68
28	4253/301	Eon	Electricity supply RBL site	Apr-17	27.59	0.00	27.59
29	various	Chris Blow	Rubbish collection, grass cutting and other jobs	Jan to April 17	742.50	0.00	742.50
30	4254/203	Faulkners	Boiler pipe repair work at SWP	Apr-17	172.00	34.40	206.40
31	4047/101	Carrera UK Ltd	Website fee	Apr-17	86.66	17.33	103.99
32	4087/402	Grazeley Village Hall	Hall hire for Arts Trail event October 2017		160.00	0.00	160.00
33	4254/201	Elite Security Group	Callout charge - SPH 4.4.17 / 3.5.17	Apr-17	50.00	10.00	60.00
34	4084/401	Urban Planet	Print of new residents' booklet	Apr-17	254.00	0.00	254.00
35	4075/203	British Telecom	Phone line SWP	April and May	73.00	14.60	87.60
36	4046/101	Lloyds Bank	Bank charges March / April	Apr-17	25.00	0.00	25.00
37	4254/204	Sutcliffe Play	Swing straps	Apr-17	164.00	32.80	196.80
38	4083/401	The Wokingham Paper	Advert - Annual Parish Meeting	Apr-17	160.00	32.00	192.00
39	4254/203	DSC	Annual Alarm maintenance SWP	Apr-17	107.50	21.50	129.00
40	4008/101	Dawn Peer	Mileage / Travel	2016/17	94.95	0.00	94.95
41	4170/401	Peter Hughes	Reimbursement for APM	Apr-17	87.10	0.00	87.10
42	various	cash	See below	Apr-17	140.81	0.00	140.81
43	4254/203	Token Security Solutions Ltd	Pavilion lock up service - Friday PM	Apr-17	40.00	8.00	48.00
44	4087/402	SWVH Management Committee	Hall hire for Arts Trail event October 2017		53.00	0.00	53.00
45	4257/201	Minster Cleaning services	Hall cleaning May 2017	May-17	604.17	120.83	725.00
46	4400	Nigel Jeffries Landscapes	Grass cutting	Apr-17	652.00	130.40	782.40
47	4254	Token Securities Solutions Ltd	Fire alarm annual maintenance	2017-18	800.00	160.00	960.00
48	4400/205	Nick Smith	Garden maintenance	Apr-17	290.00	0.00	290.00
49	4075/101	British Telecom	Phone and Broadband SPH (Incl CCTV)	Apr-17	686.56	137.31	823.87
50	4101/101	Claire Connell	Audit services 2016/7		225.00	0.00	225.00
51	4250	Wokingham Borough Council	Rates - May 2017	May-17	793.00	0.00	793.00
52	4040/101	Involve Community Services	Website training course 7 June 2017	Jun-17	25.00	0.00	25.00
53	4047/101	MFG UK Ltd	Disk encryption	May/June 17	3.82	0.76	4.58
54	4046/101	Lloyds Bank	Service charge April / May 2017	April / May 17	25.00	0.00	25.00
55	4085/401	Carrera UK Ltd	Website maintenance	April / May 17	86.66	17.33	103.99
TOTALS					16,881.46	880.06	17,761.52

Code	Petty cash - April 2017	£
4055/101	Stamps	42.72
4050/101	Batteries and lightbulbs	11.98
4045/101	Milk, coffee, refreshments(APM)	58.91
4254	Window cleaning	25.00
4008/101	Parking and travel	2.20
	TOTAL	140.81