

Minutes approved on:	
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DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 11 December 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), L James, D Lias, I Montgomery, D Peer, J Reid.

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

17/63 **Public Questions**

There were no public questions.

17/64 **Apologies and declarations of members' interests**

64.1 Apologies were received and accepted from B/Cllrs P Batth, C Haitham-Taylor, B Patman and A Pollock.

64.2 There were no declarations of members' interests.

64.3 There were no changes to members' declarations of pecuniary interest.

17/65 **Committee and outside body Appointments**

65.1 Cllr D Lias was proposed, seconded and duly elected to serve as the council's representative to the Grazeley Village Hall Management Committee for the remainder of the civic year.

17/66 **Minutes**

66.1 It was proposed and **RESOLVED** that the minutes of the Council meeting held on 13 November 2017 were a correct record of the meeting and these were signed by Cllr P Hughes.

66.2 Matters arising:

66.2.1 Forward WBWM local plan objections to B/Cllr Halsall

The Deputy Clerk confirmed that this had been done.

66.2.2 Open House event on Saturday 27 January 2018

Cllrs Clarke, Gray and Lias volunteered to help with the open house event.

66.2.3 Basingstoke Road Speed Reduction Trigger

Members noted that the trigger for delivery of the speed reduction for Basingstoke Road is the occupation of the 50th dwelling on the Church Lane development.

66.2.4 Comments from Meeting Place Communications presentation

The Deputy Clerk confirmed that additional comments were added.

66.2.5 Mower damage

The Clerk confirmed that the invoice for damage to the mower following the Spencers Wood Carnival was not paid by the parish council.

66.2.6 Staffing Committee

The Clerk confirm that the Staffing Committee has met, Cllr Gray has been appointed to the committee, and recommendations from the committee will be reviewed at the Finance and General Purpose Committee in January, and the January council meeting.

- 66.2.7 Hall hirer feedback forms
The Clerk confirmed that feedback forms have been given to hirers, and a list of additional items, and any recommendations received will be reviewed by the Recreation and Amenities Committee.
- 66.2.8 SIDs update
Cllr Boyer reported that the SIDs are currently located on Basingstoke Road (northbound) and Hyde End Road (eastbound, near Langley Mead). The latest data was collected on 11 December. During a discussion on speeding, members requested the Clerk to write to Oakbank School and highlight concerns over pupils cycling to school without lights or cycle helmets.
- 66.2.9 Shinfield Local History Society books
The Clerk reported that copies of the book have been given to Shinfield schools. Following discussion, the Clerk was asked to give a copy to Shinfield View Care Home and to the schools in Spencers Wood.

17/67

Reports

67.1 Chairman's Report

- 67.1.1 Cllr P Hughes reported on his attendance, with Cllr C Hughes, Cllr Clarke and the Clerk, at a meeting with borough councillors at Shute End. He reported that the meeting was successful, and that these meetings will happen more often in future. He reported on discussions held about Ryeish Green pitches and Deardon Field. A proposal was put forward for a land swap, and Cllr P Hughes reported that he is awaiting the details in writing, which will need to be approved by both the parish council and the WBC Executive. Cllr Clarke congratulated Cllr P Hughes for his progress in this matter.
- 67.1.2 Cllr P Hughes reported on progress in discussions with the University of Reading regarding the delivery of additional allotment plots north of footpath 16 in Shinfield. He reported that a proposal for release of land to the parish will be reviewed by the University of Reading Estates Committee in February.
- 67.1.3 Cllr P Hughes reported that works are now underway to refurbish the sports hall at Ryeish Green, including the construction of new changing facilities. It is anticipated that the works will be completed in the summer of 2018, and will include a 48 station gym. Members asked the Clerk to seek clarification from Wokingham Borough Council on the future use of the temporary primary school buildings at Ryeish Green.
- 67.1.4 Cllr P Hughes reported that actions will be picked up regarding Spencers Wood Pavilion in the New Year.
- 67.1.5 Cllr P Hughes reported that the Carols on the Green service will be held on Friday 15 December from 6-7pm. Members thanked Dobbies Garden Centre for providing the Christmas tree, and thanked the Chairman for his work in this matter.
- 67.1.6 Cllr P Hughes reported that the Chairman's Dinner will be held on Friday 26 January 2018, and that members and partners are invited to attend. He reported that borough councillors and partners will also be invited. The cost will be £10 per head.

67.2 Borough Councillors' Report

- 67.2.1 B/Cllr Munro spoke about the housing and housing appeals situation. He reported that the borough is spending £1 million a year on planning appeals. He reported that Wokingham Borough Council is lobbying central government for changes to the planning system.
- 67.2.2 B/Cllr Munro spoke briefly about the borough's financial situation, and noted the expectation that by 2020, the council will be in a negative Revenue Support Grant position. He urged parishes to write to Central Government to review the situation.

67.3 **Committee reports:**

67.3.1 **Planning and Highways Committee**

CLr Peer reported on the Planning and Highways Committee meeting of 20 November.

The Deputy Clerk reported that the application for the second phase of the West of Shinfield development will go before the WBC Planning Committee on Wednesday 13 December at Shute End at 7pm.

CLr Clarke asked about the proposal for a dementia care home on Church Lane. Members noted that no further information had been received.

Members commented on the state of Hyde End Road, and particularly the pavements, and asked the Deputy Clerk to raise the issue with the Monitoring Officer at WBC.

It was **RESOLVED** by members that the draft minutes of the 20 November meeting be adopted.

67.3.2 **Development Board**

CLr P Hughes reported on a meeting of the Development Board held on 22 November.

CLr P Hughes reported that the council has asked Shared Legal Services to draw up a legal agreement for the principal of giving CIL to other organisations to spend.

CLr Clarke expressed concerns over spending CIL within the required timeframe.

CLr Clarke asked about a request to hold breakfast and after school clubs at the parish hall, but it was noted that, at present, this conflicts with some existing hirers.

It was proposed and **RESOLVED** by members that the draft minutes of the 22 November meeting be adopted.

67.3.3 **Recreation and Amenities Committee**

CLr Clarke reported on a meeting of the Recreation and Amenities Committee held on 27 November.

Members reviewed and **RESOLVED** to approve the committee's recommendation on the rent review for the Chapel Lane Preschool.

It was **RESOLVED** by members that the draft minutes of the 27 November meeting be adopted.

67.4 **Reports from Outside Bodies:**

67.4.1 **Locality Convention 2017**

CLr Grimes drew members' attention to item 20.1 in the Development Board minutes, where the convention was reported.

CLr Grimes noted that a report is expected in January 2018 on the future of Localism.

67.4.2 **Berkshire Association of Local Councils (BALC) AGM**

CLr Peer reported on her attendance, with the Clerk, at the recent BALC AGM. She reported that the meeting received presentations on finance and HR. She reported that a 3% increase in BALC subscriptions was agreed.

67.4.3 Wokingham District Association of Local Councils (WDALC) AGM
Cllr Peer reported on her and the Deputy Clerk's attendance at the recent WDALC AGM. She reported that she has been re-selected as a representative to the Berkshire Association of Local Councils.

She reported that the meeting received a presentation from John Halsall on the campaign to protect rural Wokingham.

67.4.4 Wokingham Borough Council transport meeting
Cllr P Hughes reported on his attendance at a recent transport meeting with Cllrs Grimes and Lias.

He reported that Wokingham Borough Council will release a document on the Local Transport Plan in the near future.

67.4.5 Shinfield Association
Cllr Clarke reported that he was unable to attend the recent meeting of the Shinfield Association. He reported that he has been to view Millworth Lane site recently with Cllrs Boyer and James. It was reported that caution has been urged by WBC on taking decisions relating to Millworth Lane, and B/Cllr Munro was asked to follow up on this, to determine the underlying issues.

The Clerk reported that playground brochures have been requested.

67.4.3 AWE Liaison Committee
Cllr Montgomery reported on his attendance at a recent meeting. He reported that works to update the evacuation zone have been delayed, and that the Office for Nuclear Regulation have been asked to meet with Wokingham Borough Council to detail how the zone will be determined.

67.5 Clerk's Report:
The Clerk reported that staff appraisals have now been completed, and thanked the staffing committee for their work in this.

The Clerk reported on her attendance at a recent meeting to meet the new external auditors.

The Clerk reported that a Fire Risk Assessment has been carried out, that the report has been received, and that the items raised in the report will be reviewed by the Recreation and Amenities Committee. She noted that the staff have already reviewed the report and made some recommendations of actions.

The Clerk reported on her attendance with Cllr Peer at a training session on the General Data Protection Regulations, which come into force in May 2018, and for which the Parish Council will need to be compliant. She reported that the Deputy Clerk has also attended a training session on this, which was delivered at a recent SLCC Berkshire Branch training session.

The Clerk requested permission from members to close the office early on Thursday 21st December for the staff Christmas lunch. Members **RESOLVED** to approve the request.

The Clerk noted that the parish office will be closed on 25th & 26th December, will open between 9am and noon from 27th – 29th December, and will remain closed on 1st January. Regular opening hours will re-commence on Tuesday 2nd January.

17/68

Local Plan Update

Cllr P Hughes reported on his attendance at a Local Plan Update meeting at Wokingham Borough Council. He reported that an initial review of the 'Call for sites' has only identified a small proportion of the future housing numbers needed.

Members discussed initiating a local campaign to save our fields.

Cllr P Hughes reported that the letter to Central Government on the housing situation will be sent shortly.

17/69

Shinfield Community Centre

Cllr P Hughes reported that 26 submissions from architectural firms to design the new community centre building have been received and have met the RIBA competition criteria. These proposals will be reviewed at a meeting on Wednesday 13 December.

17/70

Invoices for payment

- 70.1 Members reviewed the list of invoices for late November and December 2017.
- 70.2 Members noted the cost of rat treatment, and noted the increase in complaints relating to rodents. Members asked whether the Borough Council is taking any action on this.
- 70.3 Members asked the Clerk to query whether invoice 403 from Hillier Fox will come from the 5% retention.
- 70.4 It was proposed and **RESOLVED** that invoices 352-403 for late November and December, including salaries for November, expenditure totaling £39,771.40 be **APPROVED** and paid. Please see appendix 1.

17/71

Correspondence

The following items of correspondence were noted:

- Wokingham Borough Council tax base figures for 2018/19
- Rural Crime update from Thames Valley Police;
- CAB Winter Bulletin

17/72

Dates of 2018 meetings

The Clerk reported that a revised schedule of meetings has been circulated, with changes highlighted.

The Clerk reported that the December F&GP meeting has been rescheduled for Thursday 4th January 2018.

The Clerk reported that the January Communications and Policies meeting will likely be rescheduled.

The date of the January council meeting was confirmed as Monday 15 January 2018.

The meeting ended at 22:00 hrs.

Action items:

Minute Ref	Details	Action by
66.2.8	Write to Oakbank School to report concerns over children cycling to school without cycle helmets and lights	Clerk
66.2.9	Provide copies of the 'Our Boys' books to Shinfield View Care Home and Spencers Wood schools	Clerk
67.1.3	Seek clarification on the future use of the temporary primary school class rooms at Ryeish Green	Clerk
67.3.1	Raise issue of dirt and grit on Hyde End Road pavements to the development monitoring officers	Deputy Clerk

67.4.5	Follow up on suggestion for caution over Millworth Lane	B/Cllr Munro
70.3	Query Hillier Fox invoice	Clerk

Appendix 1: Invoice items for the December 2017 council meeting

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
352	4203/208	Gravity Force	Youth club visit	Nov-17	85.00	0.00	85.00
353	4250	Wokingham Borough Council	Rates	Nov-17	793.00	0.00	793.00
354	4254/206	Pest UK Limited	Pest treatment at Chapel Lane	Nov-17	120.00	24.00	144.00
355	4256/301	RIBA	Design Competition fees	Nov-17	13,000.00	2600.00	15,600.00
356	4046/101	Lloyds Bank	Account fees	Oct / Nov 17	77.97	0.00	77.97
357	4040/101	BALC	Training and guidebooks	Nov-17	178.30	32.00	210.30
358	4401/205	Spencers Wood Village Hall MC	Half of bin cost	Dec to March	138.85	0.00	138.85
359	4250	Wokingham Borough Council	Rates	Dec-17	793.00	0.00	793.00
360	4588/201	BDS Surveyors Limited	Measured site survey SWVH	Nov-17	1820.00	364.00	2184.00
361	4257/201	GLS Educational Supplies	Soap and batteries	Nov-17	52.97	10.59	63.56
362	4600/206	Angela King	Gift vouchers for allotment competition	Nov-17	110.00	0.00	110.00
363	4040/101	Katy Hughes	Purchase of planning books	Nov-17	83.47	0.00	83.47
364	4045/101	Imagin	Magnetic name badges	Nov-17	33.90	6.78	40.68
365-378		Various	Salaries November 2017	Nov-17	9404.76	0.00	9404.76
379	4047/101	MFG UK Ltd	Disc encryption	Nov-17	7.64	1.53	9.17
380	4075/101	British Telecom	Calls and broadband SPH, RP and SWP	Q2	1622.43	324.48	1,946.91
381	4401/205	ISS Facility Services	Litter picking and bin emptying	Nov-17	326.40	65.28	391.68
382	4008/101	S Roberts	Mileage	Nov-17	29.70	-	29.70
383	4254/201	Minster Cleaning	Parish hall and office cleaning	Dec-17	604.17	120.83	725.00
384	4008/101	K Taylor	Mileage	Nov-17	26.10	-	26.10
385	4047/101	MFG UK Ltd	IT support	Dec-17	355.15	71.03	426.18
386	4251	Castle Water	Water supply - various locations		473.77	0.00	473.77
387	4254/201	Harling Security	Security gate at SPH	Dec-17	2172.00	434.40	2,606.40
388	4040/101	Andrew Grimes	Expenses - Locality convention	Nov-17	311.29	0.00	311.29
389	4040/101	Ian Montgomery	Expenses - Locality convention	Nov-17	26.69	0.00	26.69
390	4203/208	Joanna Haskins	Expenses - Youth club trip	Nov-17	122.90	0.00	122.90
391	4253/203	SSE	Power supply SWP	Aug - Nov	232.62	11.63	244.25
392	4252/203	British Gas	Gas supply SWP	Aug - Nov	292.16	14.60	306.76
393	4150/101	Peter Hughes	Chairman's Allowance	Q3	200.00	0.00	200.00
394		Cash	Petty cash	Nov-17	141.66	2.00	143.66
395	4045/101	St Mary's Church	Purchase of 10 books	Dec-17	64.00	0.00	64.00
396	4070/101	S Roberts	Reimbursement of SLCC membership fees	Dec-17	310.00	0.00	310.00
397		Barclaycard	Purchases		284.49	0.00	284.49

398	4045/101	Various	Vouchers for volunteer Loddon Reach deliverers	Dec-17	85.00	0.00	85.00
399	4254/203	Token Securities	Alarm call out and fire risk assessment for SPH	Nov-17	545.00	109.00	654.00
400	4047/101	MFG UK Ltd	Hosted emailing and archiving	Dec-17	6.71	1.34	8.05
401	4060/101	Ricoh Capital Ltd	Copier hire	Dec to Feb 17	77.51	15.50	93.01
402	4087/402	C&S Banners	Banners for Christmas Carol service	Dec-17	164.40	32.90	197.40
403	4254/201	Hillier Fox	repair works for air vent in gents WC SPH	Dec-17	297.00	59.40	356.40
TOTALS					£35,470.01	£4,301.29	£39,771.40

Code	Petty cash - November 2017	£
4055/101	Stamps	13.00
4045/101	Text message credit	12.00
4045/101	Christmas tree decorations	10.00
4529/502	Brush cutter attachment	21.79
4045/101	Milk, coffee, refreshments	23.03
4254/201	Emergency torch	6.99
4254/201	Dry cleaning table cloths	20.25
4254	Window cleaning	25.00
4008/101	Parking and travel	11.60
TOTAL		143.66

Code	Barclaycard purchases – invoice 397	£
4060/101	Stationery	133.95
4050/101	Wall clocks	34.92
4045/101	12 pay updates	79.20
4060/101	Business cards	36.42
TOTAL		284.49