

Minutes approved on:	
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DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 15 January 2018 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 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 Charlotte Haitham-Taylor, B/Cllr Barrie Patman.

17/73 **Public Questions**

There were no public questions.

17/74 **Apologies and declarations of members' interests**

74.1 Apologies were received and accepted from B/Cllr P Bath and B/Cllr Munro.

74.2 There were no declarations of members' interests.

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

17/75 **Minutes**

75.1 It was proposed and **RESOLVED** that the minutes of the Council meeting held on 11 December 2017 were a correct record of the meeting and these were signed by Cllr P Hughes.

75.2 Matters arising:

75.2.1 Basingstoke Road Speed reduction measures

The Deputy Clerk reported that she had emailed Chris Howard on this matter, and will follow up.

75.2.2 Pupils cycling to Oakbank School

The Clerk reported that she has written to Oakbank School, who has responded to report that only those pupils with suitable safety wear and lights are permitted to park a bicycle at school. She noted that they had recently run a cycle safety course.

75.2.3 "Our Boys" books

The Clerk confirmed that these books have been sent.

75.2.4 Hyde End Road and pavements

The Deputy Clerk noted that this has been raised to the Planning Officer, the development Monitoring Officer, the Cleaner and Greener Team and the developer.

75.2.5 Millworth Lane Recreation Ground

Cllr P Hughes confirmed that he will liaise with Nigel Frankland from the University of Reading regarding Millworth Lane Recreation Ground.

75.2.6 Hillier Fox invoice

The Clerk confirmed that she had been in contact with Hillier Fox regarding the invoice, but that this was for works outside of the scope of the refurbishment project, and would therefore not be taken from the retained sum.

75.2.7 Meetings in other locations

Following discussion, the Clerk and Deputy Clerk will investigate availability for the council to hold some of its meetings in other locations.

17/76

Reports

76.1 Chairman's Report

- 76.1.1 Cllr P Hughes reported that a list of issues had been sent to B/Cllr Haitham Taylor following their meeting, and these will be reported on during the Borough Councillors Report.
- 76.1.2 He reported that significant work has gone into putting together the budget and the council's five year strategy document, both of which will come to the February council meeting.
- 76.1.3 Cllr P Hughes reported that the Development Board has been looking at key projects for the parish hall, Spencers Wood and Millworth Lane. He noted that the council needed to talk with the University of Reading regarding Millworth Lane before any spending decisions are made.
- 76.1.4 He reported that a meeting has been held today (15th January 2018) of the five shortlisted architectural practices for the RIBA design competition for the new community centre. He reported that responses and initial designs will be considered on 27th March.
- 76.1.5 Cllr P Hughes reported on his, and other councillors and staff, attendance at the Carols on the Green on 15th December. He noted that the attendance was good, and many people went back to Shinfield View for refreshments after the event. The Clerk confirmed that a note of thanks was sent to Shinfield View following the event.
- 76.1.6 He reminded members that the Chairman's Dinner will be held on Friday 26th January. All members and partners are invited, please confirm your attendance by Friday 19th January.
- 76.1.7 Cllr P Hughes reported that a copy of the letter sent to Sajid Javid MP was tabled. He noted that to date one response has been received back from B/Cllr David Lee. Cllr Peer thanked Cllr Grimes for the work on the letter. Cllr Reid asked whether a copy will be sent to John Redwood MP, who is seeking views from residents on the potential development in Grazeley.
- 76.1.8 He reported that unfortunately, due to the timing of Shrove Tuesday falling during half term week, that the pancake races on School Green will not be held this year, as the schools will not be there to participate.

76.2 Borough Councillors' Report

- 76.2.1 B/Cllr Haitham Taylor thanked members for giving their views on the 'Homes in the right places' consultation. She reported that Sajid Javid MP had invited Wokingham Borough Council to make suggestions on how the building rate and land supply issues could be tackled by Central Government, with a view to potentially running a pilot. She noted that, unlike other local authorities, Wokingham Borough Council has granted thousands of permissions, but is being penalised because the homes are not being built fast enough. Cllr Peer asked whether the parish councils will be involved in making suggestions. B/Cllr Haitham Taylor noted that, at this stage, there is a cross party working group drawing up some possible suggestions, a number of which she listed.
- 76.2.2 B/Cllr Haitham Taylor reported that Wokingham is trialing a business rate pilot for 2018/19.
- 76.2.3 B/Cllr Haitham Taylor reported that Sir Oliver Letwin MP, will be visiting the borough this week and will be viewing some of the development sites.
- 76.2.4 B/Cllr Haitham Taylor reported that the process for appointing a permanent Chief Executive is still ongoing.
- 76.2.5 B/Cllr Haitham Taylor urged the parish to submit their views on a consultation on "Fairer Funding for councils", running until March.

- 76.2.6 B/Cllr Haitham Taylor reported that the Asset Review Board is meeting this week and will report back on the proposals for a land swap between Deardon Field and Ryeish Green.
- 76.2.7 B/Cllr Haitham Taylor reported that, in response to a question from Cllr P Hughes regarding planning application 170239, for the bus route across the green gap, the borough councillors were not convinced that a bus route through the gap is the right way forward, but that the planning consent was won on appeal, and this formed part of the outline consent. Members noted that there should be a mechanism for removing the road, if the bus route fails.
- 76.2.8 B/Cllr Haitham Taylor reported that the previous meeting between borough members and parish councillors had been successful, and welcomed further meetings.
- 76.2.9 B/Cllr Haitham Taylor reported that Wokingham Borough Council's 21st Century program had now moved into phase two, where public facing services are being reviewed, excluding children's and adult services. Members discussed the project, and expressed concerns regarding consultation on the process, specifically in relation to changes to the planning portal.
B/Cllr Haitham Taylor asked for a list of specific issues to be addressed, and offered to organise a meeting to give more information on the aims of the programme.
- 76.2.10 Cllr Lias asked for the borough members' views on the Cemex application for gravel extraction at Bridge Farm, Arborfield, in relation to an article in a local Conservative Members' newsletter. B/Cllr Patman reported that a long list of additional information has been requested from the applicant, which is required before the application can be determined.
- 76.2.11 Cllr Clarke expressed concerns over two enforcement cases currently open in the parish. B/Cllr Haitham Taylor agreed to investigate and requested photographs be sent to her as supporting evidence.
- 76.2.12 Cllr Grimes asked B/Cllr Haitham Taylor why the borough's transport proposals appeared to underplay the railway routes within the borough, in favour of strategic bus routes.
- 76.2.13 B/Cllr Patman reported on a consultation from the Thames Valley Police and Crime Commissioner regarding a proposed £12 increase in council tax to fund local policing. Members noted they had not seen the consultation.

76.3 **Committee reports:**

76.3.1 Planning and Highways Committee

Cllr Peer reported on the Planning and Highways Committee meeting of 18 December.

It was **RESOLVED** by members that the minutes of the 18 December meeting be adopted.

76.3.2 Planning and Highways Committee

Cllr Peer reported on the Planning and Highways Committee meeting of 08 January.

Cllr Clarke expressed disappointment at the approval of further vehicle accesses onto Croft Road from the development at Littlefields. Cllr P Hughes noted that the committee should be making greater use of the ability to ask the borough members to 'call in' developments that the parish council objects to.

It was **RESOLVED** by members that the draft minutes of the 08 January meeting be adopted.

76.3.3 Finance and General Purpose Committee

Cllr Grimes reported on a meeting of the committee held on 4 January.

Cllr Grimes asked members to review and approve the recommendation on grant payments. Members **RESOLVED** to **APPROVE** these payments.

He reported that the draft strategy document was reviewed by members and the revised version will come to the 25th January committee meeting.

He reported that the budget will be reviewed again at the committee meeting on 25th January.

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

76.3.4 Development Board

Cllr P Hughes reported on a meeting of the Development Board held on 11 January.

He reported on a discussion held with Locality regarding a possible update of the Neighbourhood Development Plan. A number of queries have been raised which Locality will report back on.

He reported on proposals submitted by Locality and CCB regarding community facilities in Spencers Wood, and a recommendation from the Development Board to award the contract to Locality to carry out a comprehensive consultation on options for community facilities within Spencers Wood by June 2018 at a cost of £8,100. Cllr Peer proposed the recommendation, Cllr Emmet seconded and members **RESOLVED** to **APPROVE** the request. Cllr Gray objected to the proposal, all other members voted in favour.

Cllr P Hughes reported on storm damage to the pavilion building in Spencers Wood. He reported that the building has been assessed by a surveyor and is safe, but that the council is looking at options for the building, which will be brought back to the council for consideration in due course.

Cllr P Hughes reported that the Development Board has sought guidance and advice from Shared Legal Services regarding the use of CIL monies. He noted that the board had recommended a six-month pilot from April 2018, for the committees to identify projects up to £25,000 in value, subject to them being compliant with the CIL spending criteria. He noted that a list of criteria will be agreed by the Development Board and distributed to the committees shortly.

Following discussion, the Clerk noted the Development Board has asked the Clerk and Deputy Clerk to review the potential CIL projects identified at the council workshops in 2017 and rest these against the CIL spending criteria prior to the April council meeting.

Cllr Lias asked for confirmation whether the SID devices would qualify for CIL spending. In response to a comment on social media, Members discussed local library services, and noted that, whilst WBC is currently reviewing library services across the borough, no consultation to relocate Spencers Wood Library services has been held with the parish council, nor any decision on this reported to us.

It was proposed and **RESOLVED** by members that the draft minutes of the 11 January meeting be adopted.

76.4 Reports from Outside Bodies:

There were none.

76.5 **Clerk's Report:**
The Clerk reported that she has been working on the council strategy, which will be considered again to the Finance and General Purpose Committee on 25 January.

She thanked Cllr James for his assistance with the budget work to date.

The Clerk reported that the newsletter has been sent to print, and is expected to be received on Thursday 18th January, and be distributed from Monday 22nd January.

She reported on works required following a fire risk inspection carried out at the hall today.

The Clerk reported that advertisements have gone out to potential hirers for the parish hall open day on 27 January. Cllr C Hughes confirmed that Cllrs Clarke, Gray and Lias will attend the event on the day.

The Deputy Clerk reported on plans for Thames Water mains replacement works on Hyde End Road to commence on Monday 19th March 2018. She reported on plans for a presentation on the project, and will confirm the date via email. She requested members to forward any specific issues or concerns to flag up to Thames Water.

17/77

Land at Ryeish Green and Deardon Field

- 77.1 Cllr P Hughes reported that the parish council currently owns two grass pitches, a car park and pavilion at Ryeish Green. Since the drainage works to the pitches has been completed, the management of this site has been passed to Wokingham Borough Council.
- 77.2 Cllr P Hughes reported that Wokingham Borough Council has secured a grant from the Football Foundation, but that this requires a charge being placed on the property for its use for football for a period of at least 21 years. He reported that the parish council will request that Wokingham Borough Council provides a written indemnity for the parish council, as partial owner of this land, for this grant.
- 77.3 Cllr P Hughes reported on a negotiation between the parish council and the borough council to undertake a swap of the lease of this land for the land at Deardon Field. He reported that the swap would involve an extension of the lease on Deardon Field to thirty years, to include a payment of the Section 106 funds connected to this parcel of land at years one, five, ten, fifteen and twenty, and for the final remaining 106 funds to be handed over at year thirty. Cllr Hughes noted that whilst this had been discussed during a meeting between borough members and the parish council, not all of this information has been included in the formal offer.
- 77.4 Members noted that in order to agree the swap, the freehold of the land should automatically pass to the parish council at year 30, and a portion of the S106 money handed over at year twenty five.
- 77.5 B/Cllr Haitham Taylor noted that the Asset Review Board is due to meet on Wednesday 17th, and asked that these details be forwarded to her and Andy Glencross in advance of this meeting.

17/78

Shinfield Community Centre

- 78.1 Cllr P Hughes reported that a briefing for the five shortlisted architectural practices was held at the parish hall today. A lot of questions were raised, and a site visit was carried out. He reported that designs are expected to be received by the end of March. These design proposals will be reviewed by the Community Centre Joint Management Committee, the Development Board and by the full council. Public consultation will occur after this process. B/Cllr Haitham Taylor requested that this consultation include the local schools.
- 78.2 Cllr P Hughes reported that no final agreement has been reached on the possible purchase of the freehold for the parish hall, so the brief to the architects has been for a design that only encompasses the Royal British Legion site.

- 78.3 Cllr P Hughes reported that Dunster and Morton has requested payment of fees for work up to the current point of the end of the leasehold negotiations for the hall, carried out on behalf of Shinfield United Charities. Members agreed to meet the cost of this invoice.

17/79

Invoices for payment

- 79.1 Members requested that invoice 422, from Walmsley Residential for rent for land to the rear of the parish hall be refused, as the sale of the land from the University of Reading to the Parish Council has been agreed, but has been held up due to issues with the registry of the land.
- 79.2 Members noted that the shinfieldplan.org website will be kept and renewed as this will be used for the 'Save our Fields' campaign.
- 79.3 It was proposed and **RESOLVED** that invoices 404 - 421 and 423 - 454 for late December and January, including salaries for December, expenditure totaling £27,877.68 be **APPROVED** and paid. Please see appendix 1.

17/80

Correspondence

The following items of correspondence were noted:

- 27th Feb - invitation for 2 members to attend a briefing on highways and transport communications strategy at Shute End 7pm.
- Invite to WBC sports council AGM on 30th Jan.
- Wokingham Mayors volunteer reception on Wednesday 21st February. Cllr Hewett to attend.
- E-newsletter Winter edition from BALC with lots of information, including the General Data Protection Regulations.

The meeting ended at 22:00 hrs.

Action items:

Minute Ref	Details	Action by
75.2.1	Follow up on Basingstoke Road speed reduction measures	Deputy Clerk
75.2.7	Investigate availability for committee meetings to be held elsewhere in the parish	Clerk / Deputy Clerk
76.1.6	Confirm attendance at the Chairman's Dinner by Friday 19 th January	All members
76.2.9	Draw up a list of issues and concerns with the planning portal	Planning and Highways Committee
76.3.4	Review existing list of potential CIL projects against the approved CIL criteria (once available)	Clerk & Deputy Clerk
76.5	Confirm date and time for presentation from Thames Water re works on Hyde End Road	Deputy Clerk

Appendix 1: Invoice items for the January 2018 council meeting

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
404-416		Various	Salaries December 2017	Dec-17	9,485.17	0.00	9,485.17
417	4254/201	Kerry Taylor	Doorbell purchase	Dec-17	17.50	3.49	20.99
418	4047/101	MFG UK Ltd	IT support plus laptop upgrade	Dec-17	765.29	153.07	918.36
419	4253	SSE	Power supply various sites	Sept to Dec	351.42	17.57	368.99
420	4251	Castle Water	Water supply	Oct to March	566.48	0.00	566.48
421	4254/201	PHS Group	Sanitary bin emptying	for 2018	1112.23	222.45	1334.68
423	4254/201	Biffa	Waste and recycling	Jan to Mar	299.12	59.82	358.94
424	4075/203	British Telecom	Calls and broadband at SWP	Dec-17	36.50	7.40	44.40
425	4040/101	Berkshire Association	GDPR briefing training sessions	Dec-17		16.00	

		of Local Councils			80.00		96.00
426	4530/402	You Present	Website fee for shinfieldplan.org	for 2018	600.00	0.00	600.00
427	4085/401	Carrera UK Ltd	Website fee	Nov/Dec 17	173.32	34.66	207.98
428	4046/101	Lloyds bank	Account charge	Nov/Dec 17	20.10	0.00	20.10
429	4060/101	Ricoh	Print charge	Sept - Nov 17	366.47	73.29	439.76
430	4536/502	Signwise	Pole clips for SID devices	Dec-17	93.00	18.60	111.60
431	4008/101	Kerry Taylor	Mileage	Dec-17	25.65	0.00	25.65
432	4521/501	SSE	Street lighting charge	Q3	688.23	143.19	831.42
433	4254/201	Waverley Contract and supply	Curtain changes and new poles	Dec-17	1,780.00	356.00	2,136.00
434	4253/301	Eon	Power supply RBL site	Dec-17	49.79	2.49	52.28
435	4110/101	Allianz	Playgrounds inspection	Jan-18	1,371.76	274.35	1,646.11
436	4089/402	Scottish and Southern Electric	Establishment of supply for School Green	Jan-18	145.76	29.15	174.91
437	4203/208	Brickies Club Limited	Youth Club lego build workshop	Jan-18	75.00	15.00	90.00
438	4089/402	SSE Enterprises	Installation of supply cabinet School Green	Dec-17	2197.26	439.45	2,636.71
439	4070/101	SLCC	Annual SLCC membership K Hughes	Feb-18	208.00	0.00	208.00
440	see below	Cash	Petty cash - see below	Dec-17	144.04	7.65	151.69
441	see below	Katy Hughes	Expenses	Dec-17	42.28	0.00	42.28
442	see below	Barclaycard	See below	Dec-17	151.01	0.00	151.01
443	4257/201	Minster Cleaning	Hall and office cleaning	Jan-18	604.17	120.83	725.00
444	4251/501	SSE Contracting Ltd	Street lighting maintenance charge	Q3	1218.69	243.74	1,462.43
445	4254/201	Nisbets	Air fresheners auto dispensers SPH		116.98	23.39	140.37
446	4254/201	Harling Security	Installation of shroud to side gate	Jan-18	252.00	50.40	302.40
447		Wokingham Borough Council	Surveyor fee Dunster and Morton via WBC	For 2017	360.00	0.00	360.00
448	4047	MFG	Managed disk encryption	Jan/Feb	11.46	2.29	13.75
449	4588	BDS	SWP survey of pavilion	Jan-18	95.00	19.00	114.00
450	4254/203	DSC	Alarm maintenance	Jan-18	40.00	8.00	48.00
451	4254/203	Walls Electrical Ltd	PAT testing at SWP	Jan-18	154.05	30.81	184.84
452	4075/203	British Telecom	Phone line SWP	Jan-18	39.30	7.86	47.16
453	4574	ADT	CCTV maintenance and annual contract	Jan-18	1139.62	227.92	1,367.54
454	4254/201	Zipwater	Annual maintenance contract for SPH	Feb-18	327.23	65.45	392.68
TOTALS					£25,203.88	£2673.32	£27,877.68

Code	Petty cash - December 2017 – inv 440	£
4055/101	Stamps	55.21
4060/101	Christmas cards	14.48
4045/101	Refreshments	11.03
4254/201	Signage	27.97
4254/203	Lighting tubes and starters	18.00

4045/101	Loddon Reach delivery gift	25.00
	TOTAL	143.66

Code	Barclaycard purchases – invoice 442	£
4045/101	M&S gift vouchers, LR volunteers	60.00
4170/401	Catering for RIBA meeting	49.09
4060/101	Stationery	41.92
	TOTAL	151.01

Code	Katy's expenses - invoice 441	£
4254/201	Parish hall external post box	23.70
4254/201	Sack truck inner tubes	6.80
4254/201	Voile curtain	4.94
4254/201	Tension curtain poles	6.84
	TOTAL	284.49