

Minutes approved on:	
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## **DRAFT**

# **Minutes of a meeting of Shinfield Parish Council held on Monday 16 April 2018 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.**

Present: Cllrs N Boyer, P Emmet, G Gray, A Grimes, G Hewett, C Hughes, P Hughes, L James, D Lias, I Montgomery, D Peer.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), B/Cllr Barrie Patman.

### 17/96 **Apologies and declarations of members' interests**

- 96.1 Apologies were received and accepted from Cllr J Reid, B/Cllrs P Bath, C Haitham-Taylor, A Pollock and S Munro.
- 96.2 There were no declarations of members' interests.
- 96.3 There were no changes to members' declarations of pecuniary interest.

### 17/97 **Minutes**

It was proposed and **RESOLVED** that the minutes of the Council meeting held on 12 March 2018 were a correct record of the meeting and these were signed by Cllr P Hughes, subject to the amendment of item 17/92 to read 'Grimes'.

#### 97.2 Matters arising:

- 97.2.1 Church Lane junction works  
The Deputy Clerk confirmed that the development trigger for the Church Lane junction works, based on the signed S106 agreement, is the occupation of 100 homes on Land in Three Mile Cross (north and South of Church Lane).
- 97.2.2 Committee meetings at Spencers Wood Village Hall  
The Clerk reported that she has identified SWVH availability for SPC committee/council meetings and circulated details to committee chairs.
- 97.2.3 Planning portal comments  
Cllr Peer reported on the discussions held at the Borough Parish Liaison Forum regarding the concerns raised by the town and parish councils about the planning portal. She noted that the clerks have submitted a complaint regarding the handling of the issues raised, and this has been sent to the Interim CEO.
- 97.2.4 Clearing of litter from ditches along Hyde End Road  
The Deputy Clerk confirmed that a request to clear the litter from ditches along Hyde End Road was sent to the Cleaner and Greener Team at Wokingham Borough Council.
- 97.2.5 Reading Buses shuttle bus provision  
The Deputy Clerk confirmed that she had contacted Reading Buses Customer Services and had received an automated response, but no answer. The Deputy Clerk confirmed she will follow up for a response.
- 97.2.6 Locality Questionnaire

The Clerk confirmed that the questionnaire has been uploaded to the website, and all members are welcome to complete the questionnaire.

97.2.7 Norman Gould memorial event

The Clerk reported that an invitation has been received from Norman's wife Judy, to attend the memorial event for Norman on Sunday 29 April 2018.

97.2.8 Borough Big Litter pick

Cllr P Hughes reported that the litter picks in Shinfield, Spencers Wood and Shinfield Rise on 25 March were very successful events, and thanked Cllrs Gray, Reid and Montgomery and the Deputy Clerk for their contribution and participation in the events.

97.2.9 Car park resurfacing

Cllr Clarke confirmed that the resurfacing of the car park at the pavilion in Spencers Wood has been completed.

97.2.10 Roadkill

The Clerk reported on a response received back from B/Cllr Batth regarding the removal of dead animals from the highway. She noted that WBC keeps a record of what and where dead animals are collected, but this tends only to be for what is actually collected; foxes, badgers and deer plus domestic cats and dogs. Dogs are scanned for chips to locate the owners and smaller animals are generally not collected. Other animals include: cattle, sheep, pigs & horses but not any smaller animals, such as pheasants, rabbits or anything smaller than a cat.

97.2.11 Jubilee trees on Hollow Lane

Cllr Clarke reported that the trees on Hollow Lane have been cut back, but the work has revealed the poor state of the fencing along the verge from the neighbouring housing development. The Deputy Clerk was asked to follow up regarding whether the fencing was the responsibility of the borough council.

97.2.12 AWE Evacuation Plan

Cllr Montgomery reported that the AWE evacuation plan has now been published. Cllr P Hughes noted that most of the land that the evacuation zone covers falls under West Berkshire Council.

17/98

**Reports**

98.1

**Chairman's Report**

98.1.1 Cllr P Hughes reported that he, Cllr Peer, Cllr Grimes and the Clerk attended a workshop on the potential Grazeley development at Wokefield Park. He reported on a number of matters that were raised at the meeting. He noted that the question of why so many homes were required in Wokingham Borough was not answered. Cllr Grimes reported that residents involved in a similar exercise for Twyford and Ruscombe had walked out when the digital master planning exercise was held. The Clerk reported that feedback on the workshops will be given at a meeting scheduled for 30 April 2018.

98.1.2 Cllr P Hughes reported that the RIBA competition panel had met on 27 March, and that a winning architect had been chosen from the five designs, based on an extensive scoring system. He reported that the competition is currently in a 'standstill' period and the results will be released after the Wokingham Borough Council election purdah period, which ends on 4 May. He reported that a public meeting will be held after this date, to display the winning entry.

Cllr Peer expressed frustration that the decision has been made by a small group consisting of only two councillors and that other members have been unable to contribute to this process. Cllr Grimes noted that the competition has only sought to identify a suitable architectural company to take the project forward, and identify concepts for the building, but that the final design has not been determined. Members discussed the matter, and Cllr Gray noted her support for Cllr Peers view.

98.1.3 Cllr P Hughes reported that a response has been received from the Development Consortium regarding the village centre. He reported that he has been in contact

- with Aldi, who are still interested in providing a retail facility in the new village centre, and their proposals have been sent to the Development Consortium. He reported that the consortium are meeting with the parish on 24 May.
- 98.1.4 Cllr P Hughes reported that he, the Clerk, and Cllrs Grimes and Peer met with borough members. He noted that all committee chairs were invited to attend, but that Cllrs C Hughes and I Clarke had been unable to attend.
- He reported that he had asked the borough members why the new Shinfield Meadows school will not open in September. He reported the response received; that there had been insufficient demand, with only 9 first choice applicants.
- Cllr P Hughes requested confirmation that there will be sufficient secondary school place provision for the growing parish. He noted that the output of all the parish primary schools, including the two new SDL primary schools, will be 240 pupils per year, which is the current annual capacity for Bohunt School. Cllr Lias noted that the literature for the Taylor Wimpey homes suggests that there will be sixth form provision at Oakbank School.
- Cllr P Hughes reported that he spoke to the borough members regarding the recent flooding on Hyde End Road, about the surface water drainage situation on the new developments, particularly noting that most balancing ponds appear to be empty and about the narrow pavement between Dobbies and Croft Road.
- He reported that he has spoken to Wokingham Borough Council about the apparent increase in use of the Shinfield School Green Car Park for park and ride. He reported that the borough members had asked the parish to monitor the use of the car park, and report back to them with any observations.
- 98.1.5 Cllr P Hughes reported on the offer for the land swap of the parish council's pitches at Ryeish Green and the land at Deardon Field, between the parish and borough council. He reported that the offer consisted of a 30 year lease for Deardon Field, with a payment of £22,000 from the borough to the parish initially, and then every 5 years throughout the lease, followed by a final payment of any remaining S106 funds associated with the site. He noted that the proposal will be sent to all members for review, and requested feedback. It was noted that a request to grant delegated authority to Cllrs P Hughes and Clarke to progress the proposal will go to the next meeting of the Recreation and Amenities Committee.
- 98.1.6 Cllr Peer expressed concerns over the state of roads and pavements in the parish, particularly in relation to the flooding and to the increasing incidents of potholes. Following discussion, Cllr P Hughes asked that this be added to the agenda for the June council meeting, for proper discussion.
- 98.1.7 Cllr P Hughes reported that he is waiting to hear back from Nigel Frankland from the University of Reading, regarding issues raised to the University.
- 98.1.8 He reported that Locality have updated the parish on which stakeholders they have managed to speak to, and reminded members of the three open sessions, scheduled for 23 May, at Caf' Active.
- 98.1.9 Cllr P Hughes reminded members that the Annual Parish Meeting will be held on Thursday 26<sup>th</sup> April at 7.30pm. He reported that there will be a presentation from Darrell Gale about local Public Health provision. He asked all members to attend, if possible. The Clerk confirmed that invitations have been sent out.

98.2 **Borough Councillors' Report**

- 98.2.1 B/Cllr Patman spoke about the Office for Nuclear Regulation's publication of the AWE evacuation plan.

He reported that WBC were unable to prevent the Development Consortium from going down the route of reducing the size of the supermarket.

B/Cllr Patman noted that the borough does acknowledge the situation in the parish highlighted by Cllr Peer, and noted that the new reporting mechanism allows residents to report potholes and similar issues, with quick response times to urgent issues.

Members discussed the deferral of delivery of the Basingstoke Road speed limit reduction measures.

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

98.3 **Committee reports:**

- 98.3.1 **Planning and Highways Committee**

Cllr Peer reported on the committee meeting of 15 March 2018. Cllr Grimes highlighted the issue of a deficit of technical engineering expertise within the committee, required to review applications such 180431.

It was proposed and **RESOLVED** by members that the minutes of the 15 March meeting be adopted.

Cllr Peer reported on the committee meeting of 12 April 2018. She noted that the developers of the specialist housing site will be invited to the meeting on 24 May with the Development Consortium.

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

- 98.3.2 **Communications and Policies Committee**

Cllr C Hughes reported on the committee meeting of 19 March 2018.

She reported that an Email policy was recommended for adoption by the committee.

The policy was proposed by Cllr Emmet, seconded by Cllr Boyer, and members **RESOLVED** to approve the adoption of the policy.

Cllr C Hughes reported that a document retention policy was recommended for adoption by the committee.

The policy was proposed by Cllr Hewett, seconded by Cllr Boyer, and members **RESOLVED** to approve the adoption of the policy.

It was proposed and **RESOLVED** by members that the draft minutes of the 19 March meeting be adopted.

- 98.3.3 **Development Board**

Cllr P Hughes reported on the meeting of 22 March 2018.

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

- 98.3.4 **Recreation and Amenities Committee**

Cllr Clarke reported on the committee meeting of 26 March 2018.  
He reported on a break-in at the allotment site on Clares Green Road.

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

98.4 **Reports from Outside Bodies:**

98.4.1 **Borough Parish Liaison Forum**

Cllr Peer reported on her recent attendance at a Borough Parish Liaison Forum. She noted that Civil Parking Enforcement and the Planning Portal changes had been discussed.

98.4.2 **Berkshire Association of Local Councils (BALC)**

Cllr Peer reported on her attendance at two recent BALC meetings.

98.5 **Clerk's Report:**

98.5.1 The Clerk reported on the progress to date to meet the required criteria for the General Data Protection Regulations changes, coming into effect on 25 May 2018. She reported that letters or emails have been sent to all allotment holders, hall hirers and newsletter subscribers. She reported that a data protection policy, privacy policy and Subject Access Request (SAR) policy will be brought to the May council meeting.

98.5.2 The Clerk reported on two avenues being pursued for the appointment of a Data Protection Office (DPO).

98.5.3 The Clerk spoke about the use of personal devices. She noted that the Communications and Policies Committee will look at this at the next meeting. Members discussed the matter, and the Clerk noted that she will seek further advice from the council's IT provider, MFG.

98.5.4 The Clerk reported on her attendance at a meeting with the WBC Cleaner and Greener Team.

98.5.5 The Clerk highlighted the BALC newsletter, which has been circulated to members, and the training for new councillors on 17 July, and Chairmanship training. Please let the Clerk know if you would like to attend any of these sessions.

98.5.6 The Clerk reported that the accountant is coming in on 8/9 May for year end, and to complete the Annual Governance Statement.

17/99

**Invoices for payment**

99.1 It was proposed and **RESOLVED** that invoices 550 – 579 for late March, including salaries for March, and invoices 1 to 30 for April, expenditure totaling £56,250.88 be **APPROVED** and paid. Please see appendix 1.

17/100

**Correspondence**

The following items of correspondence, not previously raised during the meeting, were noted:

- Memorial cycle ride on Sunday 13 May 2018

**Exclusion of the Public and Press**

It was proposed and **RESOLVED** that, in view of the confidential nature of the business about to be transacted in relation to personal information, that the public and press were excluded from the meeting and asked to withdraw for the next 2 items on the agenda.:

*The Deputy Clerk left the meeting at 21.30hrs*

17/101

**Council Workforce Planning**

- 101.1 Cllr Grimes introduced the item as chair of the Staffing Committee and tabled the recommendations of the Staffing Committee for the council's future staffing structure. Following a discussion, it was proposed and **RESOLVED** that the structure chart and posts presented at the meeting be adopted.
- 101.2 Cllr Grimes and Cllr Gray outlined the current position regarding staff pensions and the rising cost implications for the council, which were significant. Following a discussion, it was proposed and **RESOLVED** that in terms of pension arrangements for the proposed new posts in the staffing structure, i.e. Finance Manager and Facilities Team Leader, membership of the Royal County of Berkshire Local Pension Scheme would not be offered to new employees, but instead via parish council enrolment in the NEST pension scheme, or similar. Options for salary sacrifice would be considered, but cash alternatives would not be offered. Members noted that membership of the Local Government Pension Scheme would be retained for the existing members of staff currently in membership
- 101.3 It was further proposed and **RESOLVED** that salaries for the new posts should be at market rate.
- 101.4 Members agreed that subject to consultation with the current office staff, the recruitment process for the two new posts, i.e. Finance Manager and Facilities Team Leader, be commenced as quickly as possible.

*Cllrs Hewett and Montgomery left the meeting at 21.45hrs*

17/102

**Shinfield Community Centre**

- 102.1 Cllr P Hughes summarized the current position regarding the land purchase from Shinfield United Charities, which was looking positive. The surveyors for both parties had met and draft Heads of Terms, including the purchase price, agreed in principle; although it was noted that regarding the overage clause this must clearly be restricted to the land value only and specifically exclude the building.
- 102.2 Cllr Hughes highlighted although the council had agreed a total budget for the purchase including all fees and VAT, this may not be sufficient to complete the purchase, particularly given any unforeseen circumstances, and that up to a further £15k should be sought towards transaction costs. Members discussed the position and on the basis that every effort would be made to keep costs reasonable, Cllr Lias proposed and Cllr Clarke seconded and it was **RESOLVED** that an additional £15k be approved for the total budget required to complete the purchase of the parish hall land. Cllr James abstained from the vote.

The meeting closed at 22.00 hrs.

**Action items:**

<b>Minute Ref</b>	<b>Details</b>	<b>Action by</b>
97.2.5	Follow up again with Reading Buses regarding a permanent shuttle service to the Park and Ride at Mere oak	Deputy Clerk
97.11	Follow up on responsibility for the fencing along Hollow Lane, exposed by the crowning work carried out on the jubilee trees	Deputy Clerk
98.1.4	Monitor the use of the School Green car park and report back to borough members with any observations	Clerk / Deputy Clerk
98.1.5	Send Deardon Field land swap proposal to all members	Clerk
98.1.5	Add delegated authority request to Recreation and Amenities Committee agenda	Clerk
98.1.6	Add discussion on state of roads and pavements in the parish to the June council agenda	Clerk

98.5.3	Speak to MFG about automatic downloading of attachments	Clerk
98.5.5	Advise the Clerk if you would like to attend any of the scheduled BALC training sessions	All members
101.4	Subject to consultation with the existing office staff, proceed with the staff recruitment for the new posts as soon as possible	Clerk

APPENDIX 1: Invoice items for the April 2018 council meeting

Shinfield Parish Council invoices - April 2018

Invoice	Cost centre	Payee	Purchase	Date	net	vat	total
550	4060/101	Ricoh	Copier hire (Mar to May) and print charge Dec to Feb	as over	495.21	99.04	594.25
551	4203/208	Nugent Education	Graffiti workshop - Pavilion youth club	Mar-18	28.00	0.00	28.00
552	4086/401	Urban planet comms	Newsletter print	Mar-18	332.00	0.00	332.00
553	4254/203	Pest UK Ltd	Pest control contract SWP	Mar-18	334.40	66.88	401.28
554	4253/301	Eon	Power supply RBL site		65.03	3.25	68.28
555	4254/201	Biffa	Bins and recycling SPH		289.12	57.82	346.94
556	4355/201	Technology and comms service	PA system / speakers SPH refurb	Nov-17	810.00	162.00	972.00
557	4008/101	A King	Mileage Jan 18	Jan-18	12.60	0.00	12.60
558	4203/208	Kingfisher Mini Coaches	coach and driver youth club skating trip	Apr-18	225.00	0.00	225.00
559		Katy	Expenses		112.34	6.70	119.04
560- 573		Various	Salaries	Mar-18	9404.76	0.00	9,404.76
574	4075/203	British Telecom	Calls and line rental SWP	Mar-18	39.30	7.86	47.16
575	4400/205	Wessex Tree Services	Tree works on Hollow Lane	Mar-18	1345.00	0.00	1,345.00
576	4085/401	Carrera UK Ltd	Website fees	Feb/March	86.66	17.33	103.99
577	4251/206	Castle Water	Water supply ML allots	Feb/March	58.38	0.00	58.38
578	4047/101	MFG UK Ltd	Disk encryption	March/April	11.46	2.29	13.75
579	4203/208	SW Pavilion Youth Club	Reimburse equipment purchases	Mar-18	275.50	0.00	275.50
1	4045/101	Pear Technology	Tech support and software updates	2018/19	200.00	40.00	240.00
2	4250	Wokingham Borough Council	Rates	Apr-18	819.00	0.00	819.00
3	4254	Token Security Solutions	Alarm callout charges	Mar-18	40.00	8.00	48.00
4	4257/201	Minster Cleaning	Office cleaning	Mar-18	628.34	125.67	754.01
5	4256/301	Barclaycard	Catering for RIBA meeting	Mar-18	34.60	0.00	34.60
6	4251/206	Castle Water	Water supply Hartley Court	Dec to Mar	64.38	0.00	64.38
7	4355/201	Hazlewood sound and vision	Additional labour for installation of hearing loop	Mar-18	226.37	45.27	271.64
8	4008/101	Kerry Taylor	Mileage	Mar-18	21.60	0.00	21.60
9	4256/301	Locality	50% of Community asset mapping cost	Apr-18	3,000.00	600.00	3,600.00
10	4047/101	MFG UK Ltd	IT Support	Apr-18	345.64	69.13	414.77
11	4400	Nigel Jeffries Ltd	Works at Deardon Field and allotments	Apr-18	460.00	92.00	552.00
12	4256/301	BDS	Community centre works	Mar-18	1,250.00	250.00	1500.00
13	4521/501	SSE	Streetlighting maintenance and repairs	Q4	1,259.11	251.82	1510.93
14	4401/205	ISS	Bin emptying and litter picking	Mar-18	326.40	65.28	391.68
16	4086/401	Urban Planet Comms Ltd	Reprint of the March/April newsletter	Mar-18	332.00	0.00	332.00

17	4046/101	Lloyds bank ltd	Bank charges	Feb/Mar 18	19.52	0.00	19.52
18		Cash	Petty cash March 2018	Mar-18	110.47	2.14	112.61
19	4254/201	DSC	Annual alarm maintenance SPH	2018/19	110.00	22.00	132.00
20	4150/101	Peter Hughes	Chairman's Allowance Q4	Q4	200.00	0.00	200.00
21	4047/101	MFG	IT support- disk encryption	April	11.46	2.29	13.75
22	4040/101	CCB	GDPR training	Mar-18	29.17	5.83	35.00
23	4254/203	Thornbury Surfacing	Car park surfacing - SWP	Apr-18	5300.00	1060.00	6,360.00
24	4083/401	The Wokingham Paper	Advertisement for Annual Parish Meeting	Apr-18	160.00	32.00	192.00
25	4075/203	British Telecom	Calls and line rental SWP	Apr-18	40.30	8.06	48.36
26	4008/101	Susan Roberts	Mileage March 2018	Mar-18	35.10	0.00	35.10
27	4087/402	1st Shinfield Brownies	Contribution for community litter pick	Mar-18	50.00	0.00	50.00
28	4087/402	2nd Shinfield Brownies	Contribution for community litter pick	Mar-18	50.00	0.00	50.00
29	4087/402	3rd Shinfield Brownies	Contribution for community litter pick	Mar-18	50.00	0.00	50.00
30	4087/402	2nd Spencers Wood Brownies	Contribution for community litter pick	Mar-18	50.00	0.00	50.00
			<b>TOTAL</b>		<b>49,148.22</b>	<b>7,102.66</b>	<b>56,250.88</b>

Code	Petty cash - March 2018	Invoice 18
4055/101	Stamps	27.11
4050/101	Milk, tea and coffee	16.27
4254/203	Repairs SWP	4.55
4254	Window cleaning (March and April)	50.00
4008/101	Parking	6.40
4254/201	SPH dorguard signs	8.28
	<b>TOTAL</b>	<b>112.61</b>

Code	Katy expenses	Invoice 559
4045/101	Text magic credit	12.00
4060/101	Stationery	32.87
4087/402	Catering for litter pick	41.39
4045/101	Hot drinks cups	10.79
4045/101	Memory sticks	21.99
	<b>TOTAL</b>	<b>119.04</b>

