

Minutes of a meeting of Full Council
Held on Wednesday, 28th August 2024
At School Green Centre commencing at 19:30

Present: Cllrs Grimes (Chair), Jahromi, James, Johnson, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Attending: BClr Glover
B Winton (Clerk)
1 member of the public

24/85 Public Questions

85.1 There were no public questions.

24/86 Planning Application 241861/2 – proposed Spencers Wood Primary School

86.1 Cllr Matic declared an interest in this item. It was agreed that he could remain present for the discussion but would not vote on the matter.

Cllr Lias updated Full Council on the discussions at Planning & Highways meeting on 22nd August. The committee recommended that the council formally object to both planning applications on the grounds that the proposed school, if built, would be inadequate for the long-term needs of the parish. Other concerns including traffic impacts would also need to be addressed.

If Wokingham Borough Council address the list of concerns that the council had regarding the proposed new school, then Shinfield Parish Council would welcome a new primary school.

Members **APPROVED** the draft response prepared by the Planning and Highways Committee.

Proposed: Cllr Tatla
Seconded: Cllr Jahromi
Approved: 10 Members voted in favour of the proposal (Cllr Matic abstained)

ACTION – Clerk to submit the response to Planning Applications 241861 & 241862

ACTION – Clerk to include an article in the parish newsletter setting out the reasons for the council's objections to the planning applications for a new school in Spencers Wood


25/09/2024

24/87

Education Matters

- 87.1 Cllr Grimes advised members of a meeting held with Yuan Yang MP for Earley and Woodley on 22nd August (Cllr Montgomery, BCllrs Bell and Gray and the Clerk were also present). The discussions covered all aspects of education within the parish.
- 87.2 Cllr Grimes advised that in respect of school buses from September 2024, SPC had taken matters as far as they could with WBC. He also advised that WBC had put forward a proposal that SPC manage the school bus provision in the parish from 2025 onwards.

After discussion it was agreed that SPC should meet with WBC to discuss this proposal in more detail and ascertain what would be required to make this happen, the financial implications (including what funding would follow from WBC) and what benefits would be available to Shinfield students (e.g. opening up the service to 6th form students). The matter would be the responsibility of the Children and Young Adults Committee.

Members **APPROVED** a proposal for SPC to **discuss** the management of school bus provision within the parish with WBC.

Proposed: Cllr Grimes
Seconded: Cllr Johnson
Approved: Unanimous

ACTION – Clerk to arrange a meeting with WBC to discuss their proposal for SPC to manage the school bus provision

24/88

Apologies and declarations of Members' Interest

- 88.1 Apologies had been received from:
Cllrs Boyer, Clarke, Hoyle
BCllrs Bell, Gray
S Herring (Deputy Clerk)
- 88.2 There were no declarations of interest
- 88.3 There were no changes to members' declarations of pecuniary interests

24/89

Minutes of the Meetings held on 24th July 2024

- 89.1 The minutes of the Council Meeting held on 24th July 2024 were approved and signed by the Chairman as a correct record

Proposed: Cllr Montgomery
Seconded: Cllr Masseron
Approved: Unanimous

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89.2 The following matters arising were discussed:

- 24/63.1 Chairman to contact Reading Borough Council regarding joint working with SPC
24/26.2 and the residents of North Shinfield

Cllr Grimes advised that this was in progress.

ACTION - Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield

- 24/41.7 Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum

To be carried forward to the next meeting.

ACTION - Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum

- 24/77.2 BCllrs to raise the profile of the path from Lailey Path to Shinfield Infant School with the relevant departments at WBC

The issued appeared to be that there was a short piece of wall that needed to be removed to facilitate the footpath, but this required listed building consent (however members did not feel that the listing related to the wall in question).

ACTION – Clerk to arrange a meeting on site to discuss the issue of Lailey Path (and BCllr Glover would also make a similar request)

Cllr Johnson would also provide drone footage of the area taken at the start of the school day

ACTION – Cllr Johnson to arrange drone footage of the Lailey Path area

- 24/77.2 BCllr Gray to apply for a signalised crossing on Hyde End Road near Lailey Path

BCllr Gray had asked a question on Lailey Path at WBC Full Council meeting, and this was tied in with the previous point.

- 24/77.2 Clerk to draft a letter to WBC expressing the concerns of SPC regarding the safety of children and parents crossing the road

That letter has not been sent as yet but there have been a number of representations direct to WBC officers regarding the need for the path and the urgency in installing it. These concerns would be conveyed in person at the meeting onsite.

- 24/77.2 Clerk to arrange for photographs to be taken at the beginning of the school year if this has not been resolved

This would be kept as an option.

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- 24/77.2 Clerk to request more information from BCIr Munro regarding the work on safety and speed limits in Spencer Wood

The Deputy Clerk had contacted BCIr Munro. His response was that this was in relation to all the issues raised by WBC in a document that had been circulated 6-8 months ago, for example, the problems with traffic at the crossroads of Lambs Lane/Beech Hill Road.

- 24/78.8 Clerk to contact HALC and organise an in-house training session on 'Communicating with your Council'

The Deputy Clerk had obtained the contact details for the trainer from HALC but had not yet contacted him.

ACTION – Deputy Clerk to contact the trainer for an in-house training session on 'Communicating with your Council'

- 24/81.2 Clerk to add to the agenda of the Planning and Highways Committee meeting an item to discuss the Wokingham Borough School Places Strategy 2024/25

This would be on the agenda at the September meeting.

ACTION - Clerk to add to the agenda of the Planning and Highways Committee meeting an item to discuss the Wokingham Borough School Places Strategy 2024/25

- 24/82.2 Clerk to investigate designs for a lapel badge to recognise those in the parish turning 100

The Clerk advised that there had recently been a press release from Wokingham seeking nominations for "everyday heroes" for their Mayor's Awards with recipients receiving a lapel badge. He suggested that having a wider scheme for recognising significant contributions to the parish may be more appropriate and would bring forward a proposal at a future meeting.

ACTION - Clerk to develop a proposal for recognising significant contributions to the parish and bring to a future meeting.

- 24/82.3 Clerk to send a notification to all SPC councillors about the joint meeting with the UoR on 14th September 2024 at 14:00

This had been done.

24/90 Reports from Borough Councillors

- 90.1 Members **NOTED** the written reports from BCIrs

W. P. H.
25/09/2024

- 90.2 The following matters were raised:

The Local Plan Update would be discussed by WBC at their Full Council meeting on 19th September.

There were concerns regarding the planning application to extend the operating hours at Heron Industrial Estate

24/91

Reports from Committees and associated working Parties

91.1 Facilities Committee

A meeting of the Facilities Committee had not been held in August. The screens at the north end of the School Green had now been installed.

91.2 Arts, Culture and Events Committee

A meeting of the Arts, Culture and Events Committee had not been held in August. Work was progressing well with the installation of the cinema in the Ryeish Green Room and the official launch event would take place on 4th October 2024.

91.3 Children and Young Adults Committee

A meeting of the Children and Young Adults Committee had not been held in August.

91.4 Minutes of the Planning and Highways Committee held on 22nd August 2024

The planning applications in respect of a new Spencers Wood Primary School had been discussed earlier in the meeting. Members **NOTED** the minutes of the Planning and Highways Committee.

91.5 Minutes of the Finance and General Purposes Committee held on 21st August 2024

Cllr James advised that a priority for the committee was to ensure the long-term financial stability of the council. This would be especially the case once the large income streams arising from CIL came to end.

A detailed analysis of historic S106 income was being developed with the intention to seek a formal discussion with senior WBC Finance officers on the matter.

Members **NOTED** the minutes of the Finance and General Purposes Committee


25/09/2024

- 91.6 The committee had held a standalone meeting on 27th August to consider annual grant applications. Members reviewed and agreed the list of recommended Annual Grants. Members also agreed with the proposals to develop a plan for council provided defibrillators across the parish including one unit at High Copse.

Members voted to **APPROVE** the recommendations regarding grant applications.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimous

ACTION – Clerk to advise applicants of the outcome of the process

ACTION – Clerk to develop a plan for extending defibrillator coverage within the parish and report to Finance & General Purposes Committee

91.7 **Corporate Governance Working Party**

The Clerk reported that the Working Party had met on 20th August 2024 to complete the proposed Terms of Reference for committees. The process had been aimed at producing a consistent and clearer set of documents.

These had been presented to the Finance and General Purposes Committee on 21st August 2024. It was intended to take on board comments from F&GP members and submit the final versions to Full Council in September for approval. Following that each individual committee will need to formally adopt.

Attention would then move on to the updating of the Standing Orders and Financial Regulations with a timetable of completing all core elements by April 2025.

ACTION – Clerk to include Terms of Reference on the agenda for the September Full Council meeting

91.8 **Chairman's Report**

Cllr Grimes advised that he had nothing to add to the items already discussed earlier in the agenda.

91.9 **Reports from Outside Bodies**

Cllr Lias advised that he was having difficulty establishing contact with the Grazeley Village Memorial Hall committee secretary.

ACTION – Clerk to contact the Chairman of Grazeley Village Memorial Hall



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24/92 School Green Centre

92.1 Screening Facility

Work had commenced on the Screening Facility in the Ryeish Green room on Tuesday 16th July. The floor had been removed, the heating system drained, and strengthening work on the floor was taking place. The seating was scheduled to be installed from 2nd September. The Site Manager had confirmed that there had been no hidden surprises and work was progressing to schedule.

24/93 Joint meeting with the University of Reading and Shinfield Parish Council

93.1 Meeting arranged for 14th September at 14:00 at the School Green Centre

There was a discussion on questions to be raised with the University of Reading at the meeting and members were invited to send in any additional thoughts to the Clerk so that the list could be collated in readiness for the meeting.

24/94 Correspondence

94.1 There was no correspondence

24/95 Invoices for Payment

95.1 **Payments made within the Clerk's financial delegation**

Members **NOTED** the payments made within the Clerk's financial delegation

95.2 **Payments made on Barclaycard within the Clerk's financial delegation**

Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation

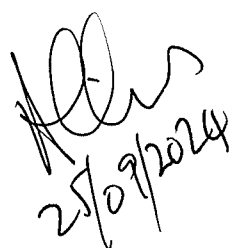
95.3 **Payments outside the Clerk's financial delegation**

There were no payments outside of the Clerk's financial delegation to be approved

24/96 Date of Next Meeting

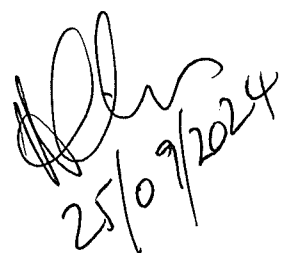
96.1 The date of the next meeting was Wednesday, 25th September 2024

Meeting ended at 21.20

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List of Actions

24/86.1	Clerk to submit the response to Planning Applications 241861 & 241862	Clerk
24/86.1	Clerk to include an article in the parish newsletter setting out the reasons for the council's objections to the planning applications for a new school in Spencers Wood	Clerk
24/87.2	Clerk to arrange a meeting with WBC to discuss their proposal for SPC to manage the school bus provision	Clerk
24/89.2 26.2	Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield	Cllr Grimes
41.7	Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum	Cllr Fernandes
77.2	Clerk to arrange a meeting on site to discuss the issue of Lailey Path (and BCllr Glover would also make a similar request)	Clerk
77.2	Cllr Johnson to arrange drone footage of the Lailey Path area	Cllr Johnson
78.8	Deputy Clerk to contact the trainer for an in-house training session on 'Communicating with your Council'	Deputy Clerk
81.2	Clerk to add to the agenda of the Planning and Highways Committee meeting an item to discuss the Wokingham Borough School Places Strategy 2024/25	Clerk
82.2	Clerk to develop a proposal for recognising significant contributions to the parish and bring to a future meeting	Clerk
24/91.6	Clerk to advise applicants of the outcome of the process	Clerk
24/91.6	Clerk to develop a plan for extending defibrillator coverage within the parish and report to Finance & General Purposes Committee	Clerk
24/91.7	Clerk to include Terms of Reference on the agenda for the September Full Council meeting	Clerk
24/91.9	Clerk to contact the Chairman of Grazeley Village Memorial Hall	Clerk


25/09/2024