

Minutes of a meeting of Full Council
Held on Wednesday, 25th October 2023
At School Green Centre commencing at 19:30

Present: Cllrs Clarke, Grimes (Chairman), Hoyle, Jahromi, James, Jones, Lias, Masseron, Montgomery, Peer and Tatla

Attending: BCllrs Glover, Gray & Rance
B Winton (Clerk), S Herring (Deputy Clerk)
5 members of the public

23/129 Public Questions

129.1 There were no public questions

23/130 Apologies and declarations of Members' Interest

130.1 Apologies had been received from Cllr Boyer

ACTION – The Chairman requested that the Clerk contact Cllr Boyer to ascertain his availability for Full Council Meetings

130.2 The following members declared an interest:-

- Cllr Masseron declared that she was a member of Shinfield Players
- Cllr Grimes declared that he was on the committee of Spencers Wood Village Hall

130.3 There were no changes to members' declarations of pecuniary interests

23/131 Minutes of the Meeting held on 27th September 2023

131.1 The minutes of the meeting held on 27th September 2023 were approved, subject to the following corrections:-

23/88.2 page 4 to be amended to BCllr Bray from Cllr Bray

23/123.1 page 8 to be amended to Deardon Orchard from Deardon Field

and will be signed by the Chairman as a correct record once the amendments have been made.

Proposed: Cllr Lias
Seconded: Cllr Clarke
Approved: Unanimously



131.2 The following matters arising were discussed:

23/117.2 Clerk to arrange an awareness campaign to encourage litter to be taken home
23/71.2

Due to staff illness this would be in the next issue of the Newsletter

23/117.2 Clerk to follow up with Wokingham Borough Council the Heads of Terms for the
23/109.1 lease of Ryeish Green playing fields

This was discussed at item 23/137.1

23/117.2 Clerk to arrange for the publication of the relationship between SPC, WBC and
23/111.2 parliamentary constituency borders in the next SPC newsletter

Due to staff illness this would be in the next issue of the Newsletter

23/118.5 Clerk to follow up the publication of the TRO relating to Carney's Yard

The Clerk reported that to date there had been no update on the TRO

ACTION – Clerk to follow up with Wokingham Borough Council (WBC)

23/118.8 Clerk to circulate the Finance and General Purposes Committee minutes with
the Full Council papers for future meetings

The Clerk advised that he would circulate the minutes of future meetings of the committee

ACTION – Clerk to circulate the Finance and General Purposes Committee minutes with the next full council meeting papers

23/119.1 Clerk to rearrange the Engagement Working Party

This had been scheduled for 8th November at 11.00 on Teams. The meeting would include Cllrs Grimes, Masseron and Montgomery, Clerk, Deputy Clerk and Media Officer.

23/119.2 Clerk to investigate improving the publicity of the voluntary car service on the SPC website

The Clerk reported that this had been publicised under the 'About Us' and 'What's On' sections on the Shinfield Parish Council (SPC) newsletter and on the screen in Reception. Regular posts are put on the SPC Facebook page and on the Car Service Facebook page that is managed by SPC on behalf of the Car Service.


20/12/23

- 23/123.1** Clerk to arrange for the leases to be drawn up for the Deardon Orchard/Field and Ryeish Green Playing Fields
- The Clerk advised that he had written to Craig Hoggeth on three occasions and had yet to receive any response to the proposal to arrange the lease on the same basis as the lease for Deardon Orchard/Field.
- 23/123.2** Clerk to provide a formal report on the options for establishing a presence in the north of the parish
- This was on the agenda
- 23/125.1** Clerk to inform the applicants of the decision of their revenue grant application
- The Clerk advised that all recipients of revenue grants had been informed. Those in receipt of a grant were delighted with the news even where only partial funding had been awarded. Some of those who had not received a grant had acknowledged the news but in each of those cases they recognised the challenging financial situation.
- 23/125.2** Clerk to convene a further Finance and General Purposes working party
- That meeting had taken place on the 4th October and was also on the agenda at item at Item 11.1.

23/132

Reports

132.1 Reports from Borough Councillors

Members **NOTED** the written reports from Borough Councillors Glover, Gray, Munro and Rance

132.2 Questions for Borough Councillors

Cllr Peer noted, from BCllr Rance's report, that WBC did not appear to have any commitment to working with the BCllrs or the parish councils, and wished to note that this was becoming an untenable situation.

Cllr Montgomery reported that he was aware that community development officers had been cut from 8 to 4.

Concern was expressed about the proposal to deliver wheelie bins for household waste, specifically in areas where there was nowhere for them to be stored. Fears were that streets would be lined with bins making roads unsightly.


20/12/23

132.3 Minutes of Facilities Committee 4th October 2023

Cllr Clarke highlighted the following:-

- Cllr Clarke thanked staff, members of the volunteer group and local residents who assisted with the work to remedy the orchard. Volunteers from 'Freely Fruity' had offered to set up a group to look after the orchard.
- Anti-social behaviour (ASB) at the Spencers Wood Pavilion continued to be a problem, particularly on Youth Club night. CCTV had now been upgraded and police and ASB team patrols had increased, dispersing some of the offenders. Heras fencing had been erected on part of the Recreation Ground allotment site to make it more secure.
- Taylor Wimpey had left the environmental field in a very poor state and Cllr Clarke had spoken to Chris Howard, Delivery Manager – Development and Regeneration, WBC to try and get this rectified.

Members **NOTED** the minutes of the Facilities Committee meeting held on 4th October 2023.

132.4 Minutes of the Arts, Culture and Events Committee 5th October 2023

Storage at the School Green Centre (SGC)

Cllr Clarke queried why storage space had been passed to the Facilities Committee to deal with. The Clerk advised that there was a general problem which was affecting booking opportunities. This fell under the remit of the Facilities Committee.

Spencers Wood Carnival

The Clerk has yet to arrange a meeting with the carnival organiser, at that meeting he will discuss the distribution of surplus funds from the carnival.

Members **NOTED** the minutes of the Arts, Culture and Events Committee meeting held on 5th October 2023.

132.5 Minutes of the Planning & Highways Committee 11th October 2023

Cllr Peer reported that the Clerk would be investigating options for a Consultant to review the current SPC Neighbourhood Plan (SPCNP) to ascertain whether it needed to be updated. It was recognised that Wokingham Borough Council's (WBC) Local Plan needed to be published prior to any update to the SPCNP.

Members **NOTED** the minutes of the Planning and Highways Committee meeting held on 11th October 2023

132.6 Traffic Working Party:

Cllr James reported that formal proposals had been submitted to WBC in July for speed limit restrictions and crossings but no response had been received. Members felt that it was now time to include the 'press' to try and activate a response.

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21/12/23

132.7 Chairman's Report

Cllr Grimes reported that he had visited the Clares Green allotments to discuss the recent vandalism and had been asked if some lights could be installed. It was felt that the upgraded cameras would help the situation.

132.8 Reports from Outside Bodies

There were no reports from outside bodies.

23/133 Engagement Working Party

133.1 A meeting had been arranged for 8th November 2023

23/134 Education Provision in the parish

134.1 Education Working Party

Cllr Montgomery reported that the Education Working Party had met and discussed the following: -

- Transport problems were likely to return next year and SPC Council needed to keep communicating with WBC to minimise the situation in September 2024
- It was noted that there was no transport provision for post 16 education
- SPC students were unlikely to have access to Bohunt sixth form when it opens
- SPC were still working to obtain representation on the Oakbank School governing body
- The aim of SPC was to obtain equity of opportunity between children and students in SPC with the rest of the Borough
- It had been reported that there would be a strain on the education system due to a bulge affecting school intakes over the next couple of years, after which it should decline

Other points raised were: -

- BCllrs needed to be aware that inward migration could potentially create issues for Education provision in the community. BCllr Gray would check predicted numbers.
- Cllr Hoyle reported that the proportion of children who received their first choice for primary school in Shinfield and Swallowfield was 12% below the rate for the rest of the Borough.
- BCllr Gray to be added to the working party
- Notes of the working party to be circulated to Cllrs and BCllrs

The Clerk reported that two meetings had been scheduled:-

Meeting with Oakbank School Monday 30th October

Meeting of the Education Working Party with BCllr Bray Tuesday 31st October

ACTIONS –

- (a) BCllr Gray to check the predicted number for inward migration
- (b) BCllr Gray to be invited to join the Education Working Party
- (c) Clerk to circulate the notes of the Education Working Party to Cllrs and BCllrs


29/12/23

134.2 Clerk's visits to secondary schools

The Clerk reported that the obvious target would be to arrange his next meeting at Oakbank school especially if we were able to discuss our plans for Millworth Lane Recreation Ground. The next largest contingent of Shinfield students was at the Forrest School.

ACTION – Clerk to arrange to visit Oakbank School and The Forest School

23/135

Children and Young Adults Committee

- 135.1 As set out in the proposal, this arose from a discussion at the last Arts, Culture and Events Committee (ACE) meeting. Members of that committee felt that there was merit in having a specific committee for Children and Young Adults. In addition to the obvious pressing issues of Education provision and ASB it would be possible to use this committee as "home" for young councillors and therefore seek the views of young adults on issues that may relate to them.

The meeting would probably be held on a Thursday evening.

It was anticipated that the Terms of Reference for the new committee would specify that the Education Working Party report to that committee.

Proposed: Cllr James
Seconded: Cllr Hoyle
Approved: Unanimously

ACTION –

- Clerk to put forward proposals to members for Terms of Reference
- Members to inform the Clerk if they wished to join this committee (Cllrs Grimes, Montgomery and Tatla had already expressed an interest)

135.2 NALC training session

The Clerk and Cllr Peer had attended a very good training session on 25th October, run by NALC, on 'Empowering Young Voices in Our Community'.

23/136

Sports and Recreation Items

136.1 Sports Working Party

There was nothing to report.


20/12/23

136.2 Millworth Lane

The Clerk advised that the overall proposal had been agreed in principle at the Full Council Meeting on 26th July with the costs being in the region of £750k. This was subject to having all the costs reassessed by the Building Surveyor and the submission of a full Business Case. As reported at the last meeting, the costings had come in at being in excess of £1million and the working party had met to consider how the costs could be returned to a manageable level. This business case had now been submitted for members' consideration.

The most noticeable changes had been the deletion of the tennis court and the reinstatement of a cycling element.

Cllr Clarke reported that this facility would benefit the health and welfare of the community and cater for all with options for walking football, walking cricket, walking netball and disabled access. The pavilion would be updated and there would still be plenty of open space for walkers.

Members approved the proposals set out in the Business Case

Proposed: Cllr Jahromi
Seconded: Cllr Clarke
Approved: Unanimously

23/137

Land Issues

- 137.1 The Clerk had been unable to obtain a response from Craig Hoggeth at WBC regarding the proposal to have leases for Deardon Field and Ryeish Playing Fields.

ACTION – Clerk to obtain a response from Craig Hoggarth and progress the leases or to escalate to Mr Hoggarth's line manager

- 137.2 **Community Space in the north of the parish**

At the last meeting the Clerk was asked to produce a formal report covering all options for the provision of a community space in the north of the parish. The Clerk advised that this was still being developed.

ACTION – Clerk to provide a formal report on the options for establishing a presence in the north of the parish

- 137.3 **Unfinished Footpath on Hyde End Lane**

BCllr Glover reported that she had raised this at an official WBC meeting and requested that WBC funds be used for the temporary footpath. WBC were not able to commit to a time scale but were looking into the issue. The Clerk had contacted BCllr Fishwick and told him that SPC were prepared to co-fund on the basis agreed at the last Full Council meeting. To date there had been no response.

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23/138 School Green Centre

138.1 Update from Cllr Grimes

Cllr Grimes reported that

- the logo had now been added to the sign on the front of the building
- all work had now been signed off and was completed

138.2 Provision of film screening facilities

This item was taken at the start of the meeting following minute number 23/131 when Nick Smith, Managing Director of Shinfield Studios presented the proposals for film screening facilities at the SGC.

Proposals for the facility had been circulated to members prior to the meeting showing a detailed plan of how the seating and screen could be sited in the Pound Green Room. The proposed design would not compromise the existing use of the room as the seating and screen would be retractable and could be set up at the touch of a button. This facility would be available for SPC to use 24 hours per day, 7 days per week if required and could be utilised for lectures, school use, conferences, etc. as well as a cinema. Seating would be for 85 people. Shinfield Studios had a requirement under S106 to provide a community screen facility within their complex, however, due to logistical issues it made more sense to gift the equipment and installation to SPC where it would have greater use within the parish. Shinfield Studios estimated that the digital projector would last for approximately ten years and they would replace this once, free of charge.

Cllr Masseron was concerned about the temperature in the room during hot months. Nick Smith reported that they would assess the heat load of the equipment and provide blackout blinds that would help to reduce heatload.

Members were happy with the general proposal, however there would need to be some reconfiguration of the reception area to allow it to function effectively as a Cinema Box Office and more importantly that there was provision of suitable alternative storage for what would be displaced from the existing cupboards in that room.

Proposed: Cllr Jahromi
Seconded: Cllr Tatla
Approved: Unanimously

20:00 2 members of the public left the meeting

138.3 School Green Working Party

Quotes for bollards and screens had been received and would be available for consideration by the Facilities Committee meeting on 1st November.

Proposals were to replace the rotten wooden posts surrounding the green and provide screens to break up the visual impact between the green and the car park.

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23/139

Grant Applications

139.1 Capital Grants

This item was taken early in the meeting following minute number 23/138.2 when two members of Oakbank Secondary School were present.

The Clerk reminded members of the four applications that were deemed to be capital grant applications. These had been discussed by the Finance and General Purposes Committee at one meeting and two working parties and no recommendation had been agreed. For each of the items there was a majority view and a minority view.

139.2 Oakbank School - £8,000

Members supported the capital grant of £8,000 to Oakbank School for the provision of cycle storage. This would be paid for using CIL funds already set aside for traffic calming and improvements.

Proposed: Cllr Clarke
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to make the capital grant payment of £8,000 to Oakbank School

20:11 *Two members of the public left the meeting*

139.3 Grazeley Village Memorial Hall - £17,000

After much consideration there remained no clear consensus and this capital grant was referred back to the Finance and General Purposes Committee for further review.

ACTION – Clerk to arrange a meeting of the Finance and General Purposes Committee

139.4 St Mary's Church - £7,902

After much consideration there remained no clear consensus and this capital grant was referred back to the Finance and General Purposes Committee for further review.

ACTION – Clerk to arrange a meeting of the Finance and General Purposes Committee

139.5 Shinfield Players Trust - £20,000

After much consideration there remained no clear consensus and this capital grant was referred back to the Finance and General Purposes Committee for further review.

ACTION – Clerk to arrange a meeting of the Finance and General Purposes Committee

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139.6 **Sensory Gardens**

Cllr Lias proposed that two revenue grants for sensory gardens were reconsidered.

It was agreed that a decision had already been reached and communicated to the two schools and was therefore not open for further consideration.

23/140 **Correspondence**

- 140.1 The Clerk advised that WBC had issued a consultation document on Proposed Polling Stations. The only change that would affect Shinfield Parish is that those voters in the new Shinfield ward who would previously have voted at Spencers Wood Pavilion or Three Mile Cross would now be expected to vote at the School Green Centre

ACTION – Clerk to communicate the proposed changes to residents

23/141 **Invoices for Payment**

- 141.1 Members **NOTED** the following payments: -

- Payments made within the Clerk's financial delegation
- Payments made on Barclaycard within the Clerk's financial delegation

- 141.2 Members **APPROVED** the payment to Lifebuild Solutions Limited for £53,400 including VAT

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to pay the invoice to Lifebuild Solutions Limited for £53,400 including VAT

23/142 **Confidential Business**

- 142.1 Members **AGREED** to conduct the item relating to the sale of Ryeish Green Pavilion in confidence due to the information to be discussed. They felt that the item relating to the Community Room at Spencers Wood Pavillion should remain open to the public.

Proposed: Cllr Lias
Seconded: Cllr Hoyle
Approved: Unanimously

- 142.2 **Use of Spencers Wood Pavilion Community Room**

The Clerk informed members that there was no recommendation one way or another, but SPC does face a decision between the potential loss of revenue and the impact on existing clients at SWP.


29/12/23

The Clerk had looked at the bookings for the Community Room over the past 12 months and considered all bookings on a Monday, Tuesday, Wednesday and Thursday that started before 6.00 p.m.

There were a total of 12 different hirers within the period September 2022 to August 2023. Of these:

- 2 were SPC related activities (Frensham Green Club October 2022-January 2023 and one SPC meeting)
- 1 was Foundry School who normally hire rooms at SGC (1 hire for 2.5hours)
- 1 was OVO Energy for monthly training (September to November 2022 after which time they moved their booking to SGC)
- 3 were private hires each for one occurrence for a total of 14.25 hours
- 1 was Shinfield Car Service who had two meetings outside their normal room
- 1 was Wokingham Borough Council for use as a polling station (this would not be affected by any change in the booking of SWP)
- 1 was Spencers Wood History Group for 2 hours per month
- 1 was Dance Sensation (Tuesdays and Thursdays)
- 1 was Thursday Morning Coffee Club

The Clerk noted the potential impact on the last two in particular, but also the potential lost revenue was the equivalent of 2.65% of our annual precept.

Cllr Clarke believed the charge for the Community Room was too high and this was the reason why bookings were low. He felt there was no comparison between the SWP Community Room and the School Green Centre where there was a receptionist and café.

ACTION – Members agreed to defer any decision until the next Full Council meeting once further investigation was completed

23/143

Date of Next Meeting

143.1 The date of the next meeting was Wednesday, 22nd November 2023

22:00 *BCllr Glover and 1 member of the public left the meeting*

Meeting ended at 22:00 followed by the Confidential item



List of Actions

23/130.1	Clerk to contact Cllr Boyer to ascertain his availability for Full Council Meetings	Clerk
23/131.2 23/118.5	Clerk to follow up the publication of the TRO relating to Carney's Yard	Clerk
23/131.2 23/118.8	Clerk to circulate the Finance and General Purposes Committee minutes with the next full council meeting papers	Clerk
23/134.1	(a) BCllr Gray to check the predicted number for inward migration	BCllr Gray
23/134.1	(b) BCllr Gray to be invited to join the Education Working Party	BCllr Gray
23/134.1	(c) Clerk to circulate the notes of the Education Working Party to Cllrs and BCllrs	Clerk
23/134.2	Clerk to arrange to visit Oakbank School and The Forest School	Clerk
23/135.1	(a) Clerk to put forward proposals to members for Terms of Reference for the Children and Young Adults Committee	Clerk
23/135.1	(b) Members to inform the Clerk of they wished to join the Children and Young Adults Committee	All Cllrs
23/137.1	Clerk to obtain a response from Craig Hoggarth and progress the leases or to escalate to Mr Hoggarth's line manager	Clerk
23/137.2	Clerk to provide a formal report on the options for establishing a presence in the north of the parish to the next meeting of the Full Council	Clerk
23/139.2	Clerk to make the capital grant payment of £8,000 to Oakbank School	Clerk
23/139.3 23/139.4 23/139.5	Clerk to arrange a meeting of the Finance and General Purposes Committee to discuss capital grants for Grazeley Village Memorial Hall, St Mary's Church and Shinfield Players Trust	Clerk
23/140.1	Clerk to communicate the proposed changes to residents for Polling Stations within the parish	Clerk
23/141.2	Clerk to pay the invoice to Lifebuild Solutions Limited for £53,400 including VAT	Clerk
23/142.2	Clerk to add a decision on the use of Spencers Wood Pavilion to the next agenda of Full Council	Clerk

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