

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on THURSDAY 20th April 2023 at the School Green Centre, commencing 19.30



Bruce Winton, Parish Clerk
14th April 2023

Members: Cllrs N Boyer, I Clarke, P Emmment, A Grimes, P Jahromi, L James, M Jones,
D Lias, N Masseron, I Montgomery, D Peer and R Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** questions from the public

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
- 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
- 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

3. Minutes of Meeting on 16th March 2023

- 3.1 To **APPROVE** the minutes of the Full Council meeting on 16th March 2023* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Reports

- 4.1 To **RECEIVE** reports from the Borough Councillors**
- 4.2 To raise any questions to WBC via the Borough Councillors
- 4.3 To **NOTE** the draft minutes of the Recreation and Amenities Committee 5th April 2023* and update from the Chairman of the Committee
- 4.4 To **NOTE** the draft minutes of the Planning & Highways Committee 9th March 2023* and 13th April 2023** and update from the Chairman of the Committee
- 4.5 To **RECEIVE** and **NOTE** verbal reports from Working Parties
- 4.6 To **RECEIVE** a verbal report from the Chairman
- 4.7 To **RECEIVE** reports from outside bodies

** indicates one or more attachments in support of the item*

*** indicates papers to follow*

5. Parish Council Elections

- 5.1 To **RECEIVE** and **NOTE** a verbal report from the Clerk regarding Parish Council elections

6. Traffic & Sports Consultation

- 6.1 To **RECEIVE** and **CONSIDER** an update on the Traffic Consultation process
6.2 To **RECEIVE** and **CONSIDER** an update on the Sports Consultation process

7. Sports & Recreation Items

- 7.1 To **RECEIVE** and **CONSIDER** options for the location of a 3g pitch within the parish

8. Ryeish Green Pavilion

- 8.1 To **RECEIVE** and **CONSIDER** an update from the Clerk regarding the possible sale of Ryeish Green Pavilion

9. Land Swaps

- 9.1 To **RECEIVE** and **CONSIDER** a verbal report from the Chair of Finance & General Purposes Committee on Land Swaps

10. School Green Centre

- 10.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Grimes on the School Green Centre
10.2 To **RECEIVE** and **NOTE** new Terms and Conditions of hire*

11. Future Council Strategy

- 11.1 To **RECEIVE** and **CONSIDER** an initial proposal to develop a four year strategy for the council

12. Correspondence

- 12.1 To **RECEIVE** and **CONSIDER** any external correspondence received

13. Invoices for Payment

- 13.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation *
13.2 To **RECEIVE** and **NOTE** to approve Barclaycard payment of invoices within the Clerk's financial delegation*
13.3 To **RECEIVE** and **CONSIDER** payments due to be made that are outside the Clerk's financial delegation *

14. Dates of Next Meetings

- 14.1 The next Full Council Meeting is on **Wednesday** 17th May 2023 at 7.30 p.m.

** indicates one or more attachments in support of the item*

*** indicates papers to follow*

Minutes of a meeting of
Recreation & Amenities Committee
Held on Wednesday 5th April 2023
At School Green Centre commencing at 19.30

Present: I Clarke (Ch), D Peer and R Tatla

Attending: S Herring (Deputy Clerk) and P Gudge (Facilities Manager)
5 members of the public

23/RA/44

Public Questions

44.1 Members of the public attended to express their concerns in Hyde End Lane and made the following points:-

- Lack of parking for all facilities that have access on this road
- Too much traffic, particularly at the weekend when there are football matches and even more when there are junior matches - one resident reported experiencing verbal abuse
- Concern over two additional pitches as there are already nine at the sports centre
- Concern as to whether the new pitches would be floodlit
- Land identified for the pitches was constantly waterlogged so they would not be functional for much of the season
- Security for entrance to the car park is urgent as it could attract travelers and is currently unsafe
- Sports centre also creates traffic and the entrance is not wide enough
- Vehicles struggle to exit Oakbank School
- Traffic goes through to Fullbrook Avenue
- Distressed deer entering school premises, not good for local ecology
- Pavements are too narrow for safe walking
- Narrow country lane, not designed for heavy traffic
- It was suggested that as the Office for National Statistics was predicting a fall in pupil numbers over the next few years, it would be prudent for the football clubs to hold waiting lists rather than increase the number of pitches.

Members reported that Shinfield Parish Council (SPC) had received information from local football clubs that projected numbers for the clubs were in the region of 2,500 for the next two years. The Chairman confirmed that there were no floodlights planned for the pitches.

Residents were not adverse to an alternative use of the land that didn't necessarily attract vehicles and would encourage more local use for residents, for example:-

- Pump track instead of pitches to encourage cycling
- Running track around the outside
- Outdoor gym equipment
- Additional Car parking

Cllr Clarke thanked the residents for attending and expressing their concerns and explained that whilst SPC were sympathetic to their concerns the responsibility was with Wokingham Borough Council (WBC). SPC would support the residents by contacting WBC and Taylor Wimpey (TW) to explore the possibility of alternative uses for the land.

ACTION – Clerk to contact WBC to put forward alternative suggestions and to express the concerns of local residents in Hyde End Lane

19:50 Four members of the public left the meeting

Members agreed that item 7.1- Grant Applications, on the Agenda, could be brought forwards.

23/RA/45

Grant Applications

- 45.1 The Deputy Clerk report that there were no applications to be considered at this meeting.

The annual grant scheme would be in operation in the next financial year and would be dealt with by the Finance and General Purposes Committee. Grants would be considered once per year to ensure a fair and equitable distribution to local organisations.

ACTION – Clerk to add to the agenda of the next Finance and General Purposes Committee

20:00 One member of the public left the meeting

23/RA/46

46.1 Pump Track

Members considered options for the location of a Pump Track within the parish. Following the concerns from residents in Hyde End Lane, it was suggested that a Pump Track could be suitably located in the area currently designated for two additional pitches and were not adverse to having another one at Millworth Lane as this seemed to be an activity that young adults enjoyed.

ACTION – Clerk to bring to the attention of the Sports Strategy Working Party

23/RA/47

Apologies and declarations of Members' Interest

- 47.1 There were apologies for absence from Cllrs Boyer, Peyman and The Clerk
- 47.2 There were no declarations of members' interests
- 47.3 There were no changes to members' declarations of pecuniary interest

23/RA/48

Minutes of the Previous Meeting

- 48.1 The minutes of the committee meeting of 2nd March 2023 were approved as a correct record and signed as such by Cllr I Clarke

Proposed: Cllr R Tatla
Seconded: Cllr D Peer
Approved: Unanimously

- 48.2 The following matters arising were covered:

- 22/RA/61.3 Clerk to report to next meeting regarding visit to Whiteknights School

The Clerk, Deputy Clerk and Facilities Manager had an initial meeting with the Headteacher and two representatives from Whiteknights School on 28th March to explore options for working together on a new building on the school site that potentially could be used during the day by the school and SPC at other times. The school appeared

to be in favour of the partnership, but discussions would need to take place between WBC and the DfE initially.

ACTION – Clerk and Facilities Manager to continue discussions with Whiteknights School

- 23/RA/6.1(d) Facilities Manager to report on picnic tables for Deardon Field at the May meeting

Nothing further to report

ACTION – Clerk to add to the next agenda

- 23/RA/24.1 Clerk to report on year-end bookings figures at the April meeting

The Deputy Clerk reported that the outturn for the year for

- Spencers Wood Pavilion was £34,475 (excluding VAT), an increase of 4% of the projected budget
- School Green Centre was £80,392 (excluding VAT), 9% down on the projected budget

The Clerk would circulate a full report to members before the next meeting.

ACTION – Clerk to circulate report to members before the next meeting

- 23/RA/33.2 Clerk to advise the Spencers Wood Carnival committee of the funding arrangements for 2023

This had been done

- 23/RA/33.3 Clerk to ensure that Members have sight of the Spencers Wood Carnival's financial performance

This will be done

- 23/RA/34.1 Facilities Manager to investigate alternative options regarding toilets for Millworth Lane

This was on the agenda - item 8.1

- 23/RA/34.2 Clerk and Facilities Manager to produce an updated set of proposals for Millworth Lane incorporating feedback for the May meeting

ACTION – This will be produced for the Meeting in May

- 23/RA/34.3 Clerk to update the draft business model for Millworth Lane for the May meeting

ACTION – Clerk to add to the agenda for the meeting in May

- 23/RA/34.4 Clerk to investigate this option of Mere oak for a 3g pitch site further

Nothing further to report

- 23/RA/34.5 Clerk and Facilities Manager to pursue option of sharing fitness training facilities at Millworth Lane

This was on the agenda

- 23/RA/34.6 Clerk and Facilities Manager to arrange a presentation about fitness training for R&A Committee

The Clerk has been unable to schedule a presentation for this meeting. The Facilities Manager would try and organise two separate presentations from interested sports companies at the start of the meeting in May for potential training facilities at the Millworth Lane site

ACTION – Facilities Manager to arrange presentations for the meeting in May

- 23/RA/34.7 Clerk to confirm the lease details for Millworth Lane with University of Reading

The Lease is now available, and the Clerk will report at the next meeting

ACTION - Clerk to add to agenda for the meeting in May

- 23/RA/34.8 Sports Working Party to be discussed further at the May meeting

ACTION - Clerk to add to agenda for the meeting in May

23/RA/35.2 Clerk to follow up on potential long-term hire for Manor Ground

This was on the agenda – item 9.2

23/RA/35.3 Clerk to follow up the option of Ryeish Green Pavilion

This will now be on the Agenda for the Full Council Meeting on 20th April

ACTION – Clerk to add to the agenda of the Full Council Meeting on 20th April

23/RA/38.1 Clerk to obtain initial quote for School Green proposals using an alternative source as necessary

This was on the agenda – item 12.1

23/RA/38.4 Facilities Manager to provide potential locations for new noticeboards for the May meeting

ACTION – Clerk to add to the agenda in May

23/RA/38.5 Facilities Manager and Allotments Officer to continue to develop the artwork for the timeline

This was on the agenda - item 12.3

23/RA/39 .1 Clerk to complete the contract with Chapel Lane Pre-School

This was on the agenda – item 13.1

23/RA/40 .1 Clerk to add booking terms & conditions to the next agenda

This was on the agenda – item 14.1

23/RA/41.1 Clerk to arrange the new meeting schedule for the division of Recreation & Amenities Committee

ACTION – Clerk to add to the agenda of the Full Council meeting on 18th May 2023

23/RA/49

Works Update

- 49.1 The Facilities Manager reported on the progress towards the final completion of the new MUGA at Spencers Wood Pavilion

The Facilities Manager reported that the turfing works and grass seeding was expected to be completed by mid-April. SPC would provide the water supply for watering the turf. Final payment would be held until inspection of the work.

ACTION – Facilities Manager to report on the completion of the work at the next meeting

- 49.2 Report from the Facilities manager for the provision of enabling works for access to the Spencers Wood MUGA

The Facilities Manager reported that an access footpath to the MUGA was required along the side of the park. The land between the MUGA and the skate park slopes resulting in soil being washed onto the MUGA, therefore the land needed to be relevelled. The Facilities Manager had received a quote for £12,000 plus VAT. Members agreed that the work should proceed.

Proposed: Cllr D Peer
Seconded: Cllr R Tatla
Approved: Unanimously

ACTION – Facilities Manager to arrange implementation of the work

23/RA/50

Community Services

- 50.1 **Verbal report from the Sports Strategy Group**

This item to be incorporated into the Sports Working Party

50.2 Verbal report on the Community Services

No report was available at this time

50.3 Verbal report on Pavilion Youth Club and the Flat at Shinfield Rise

Cllr Tatla gave the following update:-

- Shinfield North Flat is busy with mothers and families and the numbers are rising.
- 18 families have benefitted from SHARE with food
- The Youth Group are meeting in the Flat and the numbers are growing. Shabina is running the group and is working towards collaborating with St Barnabas where the hall is much larger
- Spencers Wood Youth Club is now being run by Rachel Walker
- Rachel is very supportive and firm with discipline which is improving poor behaviour.
- Regular updates will be given to Cllr Tatla.
- Two parents are providing hot meals for the young adults that has proved very popular and had an impact on improved behaviour. The tuck shop takings have now reduced as a result. However, some plates have been smashed in the play area when the food has been consumed outside which will be addressed by Rachel.
- Beanbags have been delivered for use by the youth club

23/RA/51

Millworth Lane

51.1 Toilets for Millworth Lane

The Facilities Manager reported that he was still waiting for another quote so comparisons could be made with the one already received and would report back to the next meeting.

ACTION – Facilities Manager to report back to the next meeting

51.2 Sports Consultation

The Deputy Clerk reported that The Clerk had collaborated with the University of Reading on the press release that was published yesterday. This had been circulated to members.

51.3 Business Model

The Clerk was working on options for Millworth Lane and would present these at the next meeting of the committee.

ACTION – Clerk to update the draft business model for the May meeting

51.4 Sports Working Party

The Deputy Clerk reported that The Clerk and Facilities Manager were willing to participate, however, it was felt that an external person with sports knowledge should be the Chairman of the working party.

The Committee should decide who they want on the committee and how many members.

The Facilities Manager reported that this was the last year of cricket at Millworth Lane so plans can now progress.

ACTION – Cllr Clarke, the Clerk and Facilities Manager to meet to discuss the way forward and report back at the May meeting

23/RA/52

Manor Ground

52.1 Development of the Manor Ground and equipment

The Facilities Manager reported that the Building Inspector had visited, and final snagging was nearly completed. The project manager had been excellent ensuring that all 'tweaks' were incorporated.

A 50 year Lease with the UoR had been held up but plans for the site were continuing regardless. The Facilities Manager and Grounds Maintenance Officer would be visiting the site to go through how everything works.

Furniture had been ordered.

Heads of Terms with the cricket club –

- Ten year licence
- Years 1 – 3 = £8,000 + VAT
- Years 4-10 = £10,000 + VAT

The Cricket Club would maintain the 'square' and SPC the outlying area.

Members were keen to see the profile of the Manor Ground raised by highlighting in the newsletter.

An opening ceremony was planned for 21st May with the UoR

ACTION – Clerk to arrange for publicity of the Manor Ground

52.2 Long Term Hirer

A potential hirer was interested in utilising the pavilion as respite for dementia care for approximately one year. In time the organisation would require additional space and were looking to purchase the Ryeish Green Pavilion. In furnishing the building care had been taken to make it a 'dementia' friendly building.

ACTION – Clerk to work to secure the hire of the Manor Ground

23/RA/53

High Copse

53.1 There was nothing further to report

23/RA/54

Allotments

54.1 Orchard Rise

The Facilities Manager reported that Wokingham Borough Council (WBC) had been making progress with outstanding items but not all had been completed. Taylor Wimpy had installed more drainage channels but there were still issues with blockages. WBC would be checking

The formal lease was nearing completion after which SPC would assign allotments to those on the list.

23/RA/55**School Green Centre and School Green Working Party****55.1 School Green Working Party**

There was nothing further to report, however, the Facilities Manager anticipated that a quote may be available in a couple of months.

ACTION – Clerk to put on the agenda once a quote had been received

55.2 New Community Noticeboards

There was nothing further to report. This would be on the agenda for the meeting in May

ACTION – Clerk to add to the agenda of the meeting in May

55.3 Parish Timeline and List of Council Chairmen

The Facilities Manager showed a design for a timeline display of the history of parish detailing past and present Chairmen, significant buildings, population figures and allotments. This would be displayed in the corridor leading to the Pound Green Room. The cost would be circa £1000.

The Chairman informed the committee that in 1875 Recreation Ground allotment had been handed to the parish for the 'poor in the parish', this was to be added to the display.

Members recommended that the display should go ahead.

Proposed: Cllr R Tatla
Seconded: Cllr D Peer
Approved: Unanimously

ACTION – Facilities Manager to arrange for the display to be made and erected

23/RA/56**Spencers Wood Pavilion****56 .1 The contract was in the process of being completed for the Chapel Lane Pre-School.**

ACTION – Clerk to complete the contract with Chapel Lane Pre-School

23/RA/57**Booking Terms & Conditions**

- 57.1 The Deputy Clerk, Clerk and Finance Manager had drafted revised terms and conditions of hire for room bookings. These had been inspected by Solicitors and a few minor amendments had been recommended and subsequently incorporated.

Members agreed that the new terms and conditions of hire should be implemented.

Proposed: Cllr D Peer
Seconded: Cllr R Tatla
Approved: Unanimously

ACTION – Clerk to implement the new Terms and Conditions of Hire

23/RA/58**Defibrillators**

- 58 .1 The Facilities Manager and Deputy Clerk proposed that all SPC buildings should have accessible Defibrillators. Currently these were installed at the School Green Centre and Millworth Lane. Spencers Wood Pavilion and Manor Ground did not currently have defibrillators. The cost to buy them would be approximately £4,000. Once purchased the NHS adopt and managed them with no ongoing expenditure to SPC. This would be of great benefit to the public.

Members enquired if there was a defibrillator at the Ryeish Green Sports Hub.

Members approved the installation of defibrillators at Spencers Wood pavilion and the Manor Ground.

Proposed: Cllr D Peer
Seconded: Cllr R Tatla
Approved: Unanimously

ACTION –

- Clerk to arrange the purchase and installation of defibrillators at Spencers Wood Pavilion and the Manor Ground
- Clerk to investigate if there was a defibrillator at the Ryeish Green Sports Hub

23/RA/59

Future Meetings

59.1 The next meeting was scheduled for Thursday, 4th May 2023

The meeting ended at 21:00

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List of Actions

23/RA/44.1	Clerk to contact WBC to put forward alternative suggestions for land designated for pitches and to express the concerns of local residents in Hyde End Lane	Clerk
23/RA/45.1	Clerk to add Grant Applications to the agenda of the next Finance and General Purposes Committee	Clerk
23/RA/46.1	Clerk to bring the Pump Track proposals to the attention of the Sports Strategy Working Party	Clerk
23/RA/48.2	22/RA/61.3 Clerk and Facilities Manager to continue discussions with Whiteknights School	Clerk and Facilities Manager
	23/RA/6.1(d) Clerk to add the picnic tables for Deardon Field to the next agenda	Clerk
	23/RA.24.1 Clerk to circulated a full report to members for the next meeting showing the bookings income	Clerk
	23/RA/34.2 Proposals for Millworth Lane to be produced for the meeting to be held in May	Clerk and Facilities Manager
	23/RA/34.3 Clerk to update the draft business model for Millworth Lane for the May meeting	Clerk
	23/RA.34.6 Facilities manager to arrange presentations from fitness organisations for the meeting in May	Facilities Manager
	23/RA/34.7 Clerk to report on the Lease at Millworth Lane at the next meeting	Clerk
	23/RA/34.8 Clerk to add the Sports Working Party to the agenda at the next meeting	Clerk
	23/RA/35.3 Clerk to add options for the Ryeish Green Pavilion to the agenda of the Full Council Meeting	Clerk
	23/RA/38.4 Clerk to add potential locations for new noticeboards to the next agenda of the Full Council meeting	Clerk

	23/RA/41.1 Clerk to add new meeting schedule for the division of the Recreation and Amenities Committee to the next agenda	Clerk
23/RA/49.1	Facilities Manager to report on the completion of the work at the Spencers Wood MUGA at the next meeting	Facilities Manager
23/RA/49.2	Facilities Manager to arrange for the implementation of the work on the Spencers Wood MUGA	Facilities Manager
23/RA/51.1	Facilities Manager to obtain a quote for the toilets at Millworth Lane	Facilities Manager
23/RA/51.3	Clerk to update the draft business model for Millworth Lane for the next meeting	Clerk
23/RA/51.4	Cllr Clarke, the Clerk and Facilities Manager to meet to discuss the way forwards for the Sports Working Party	Cllr Clarke, the Clerk and Facilities Manager
23/RA/52.1	Clerk to arrange for publicity of the Manor Ground	Clerk
23/RA/52.2	Clerk to work to secure the hire of the Manor Ground	Clerk
23/RA/55.1	Clerk to put on the agenda the School Green Working Party once a quote had been received	Clerk
23.RA.55.2	Clerk to add to the next agenda - New Community Noticeboards	Clerk
23/RA/55.3	Facilities Manager to arrange for the Parish Timeline and List of Council Chairmen to be made and erected	Facilities Manager
23/RA/56.1	Clerk to complete the contract with Chapel Lane Pre-School	Clerk
23/RA/57.1	Clerk to implement the new Terms and Conditions of Hire	Clerk
23/RA.58.1	➤ Clerk to arrange the purchase and installation of defibrillators at Spencers Wood Pavilion and the Manor Ground ➤ Clerk to investigate if there was a defibrillator at the Ryeish Green Sports Hub	Clerk Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Thursday 9th March 2023
At School Green Centre commencing at 19.00

Present: Cllrs N Boyer (19:30), P Emmment, A Grimes, P Jahromi, L James (19:15), N Masseron, D Peer (Chair) and R Tatla

Attending: Bruce Winton (Clerk), Sally Herring (Deputy Clerk)
James Jenkison for Greentech
Cllr I Clarke
3 members of the public

23/PC/22

Presentation on Spencers Wood Solar Farm

22.1 The meeting started at 19.00 to allow time for a presentation by James Jenkison, for Greentech, regarding the Spencers Wood Solar Farm. The main items were:

- Solar farm would be 100% privately owned
- Site is close to the grid connection – behind Shipbridge solar farm
- Land is suitable and available – flat fields and not on a flood plain
- Footpath on Sussex Lane would be maintained
- 5m separation between solar farm and deer fence
- Access would be the same as the existing solar farm via the Basingstoke Road; not during peak periods
- Constructions: vehicles to create the temporary construction, framework delivery and installation, delivery and installation of panels, cables and trenching
- Operation: monthly maintenance checks, annual panel cleaning, remotely monitored
- Community Grant can be applied for parish activities
- Feeds electricity into the grid
- Life span is approximately 40years after which it is dismantled and panels are reused
- Access footpath to Riverbank is not on leased land
- Awaiting planning application

ACTION – Clerk to apply to Greentech for Community Grant

22.2 Committee would review planning application once received.

22.3 **ACTION - Greentech to be requested to support SPC in its application to extend the path to access the riverbank**

- *James Jenkison left the meeting*

23/PC/23

Public Questions

23.1 Land adjacent to Bramble Cottage

A member of the public expressed his concerns regarding the owner of a property moving the boundary in 2020 by approximately 3m onto highways land and asked the council any assistance it may be able to offer. The Chairman reiterated that as a Council, we had limited powers and could only respond in relation to the breach of the Tree Protection Order (TPO) on the oak tree. The resident explained that he did not have any objection to the building in principle, it was the fact that highways land had been claimed, the TPO breached and the restricted access to his land and sight lines. Wokingham Borough Council (WBC) had responded that the Planning Officer was aware of the issues. Members suggested that as the SPC Neighbourhood Plan was against losing trees in the parish and the TPO had been breached they could respond accordingly.

ACTION – Clerk to write to WBC regarding the breach of a TPO

20:02 Cllr Clarke and 2 members of the public left the meeting

23/PC/24

Apologies and declarations of Members' Interest

24.1 Apologies had been received from Cllrs D Lias

ACTION – Clerk to ask Cllr Jones if he wished to remain on the Committee

24.2 There were no declarations of members' interests.

23/PC/25

Minutes of the Previous Meeting

25.1 The minutes of the committee meeting of 9th February 2023 were approved as a correct record and signed as such by Cllr Peer.

Proposed: Cllr P Jahromi
Seconded: Cllr P Emmet
Approved: Unanimously

25.2 **Actions and Matters Arising**

- 23/PC/11.2 Clerk to arrange a meeting with Lindsay Ferris regarding WBC's present stance on building within the DEPZ

The Clerk had been unable to arrange a meeting but has been in correspondence with Cllr Ferris who has provided the following update

"AWE have expressed to us that they have strong concerns regarding the decision and are considering how to proceed with regards to this decision as well as how to engage in potential future planning applications. Following a planning appeal, aggrieved parties have 6 weeks to submit court papers if they wish to challenge the decision. AWE will be taking their decision shortly, with the 6-week period ending on Monday, 13 March. If papers are served, we will be informed by the court.

We will provide you with more information once we know more."

ACTION – Clerk and Chairman to send a formal letter to WBC, AWE and West Berkshire Council and Clerk to circulate a copy of the letter to members of the committee

- 23/PC/7.2 Clerk to enquire from WBC regarding the detailed locations and values of where monies have been spent

The Clerk was slowly trying to piece together the detail and has asked WBC for additional information to ease the process. He was also seeking clarification on the information provided that £63.1m was spent in the parish on S106 projects against £35.2m received. It would appear that the largest item of spend was on the Eastern Relief Road.

The process is being delayed by WBC treating this as a Freedom of Information request rather than an officer to officer discussion.

ACTION – Clerk to report back once the information has been received from WBC

08:13 Member of public left the meeting

- 23/PC/7.3c Clerk to follow up on the issue of transferring ownership of street lamps

The Clerk had been in discussion with Martin Heath but he had since left WBC. He had now received a response from Jay Bailey who is part of the street lighting team.

The first part of the response was a reminder of an email issued by Chris Easton a couple of months ago:

“We have undertaken an assessment and have determined that from the 688 columns identified within the Towns and Parishes, only 494 could be potentially considered for adoption in future. 194 of the 688 columns have been identified as being on unadopted roads or on land not owned by the council, and as such would never be possible for any consideration for adoption in future.

The identified 494 columns would create a financial pressure on the Council’s already stretched budgets to a value of approximately £20k per year, and with growing energy prices this value is expected to rise. On this basis, the Council is not in a position to consider any lamp column adoption as it will apply significant pressure year on year to already stretched budgets.”

The Clerk explained that SPC were not asking WBC to take over street lamps but were enquiring about swapping on an equitable basis as we felt it was more appropriate for WBC to maintain the lights on Hyde End Road. The response to that was:

“If we were to swap any then the ones we (WBC) could give to them would have to meet a “Footway Lighting” standard in accordance with Highways Act otherwise the Parish Council in theory should not be looking after them. I suspect we would have difficulty in finding them sufficient lights from our stock in Shinfield that would fall within this category.”

Members identified that the distance between the streetlights was not correct for a ‘B’ classified road and WBC should be responsible for this category of road. No recent improvements had been made to the streetlighting in recent years.

ACTION – Clerk to seek clear advice from John Russell, Motion

23/PC/8.1 Clerk to chase Mr Karim, WBC for additional information

The Clerk advised that the following response had been received:

“As you may be aware, Martin Heath is no longer with WBC, I am unable to advise on the way forward regarding chicanes. Once I get an update, I will let you know.

With regards to alternative to chicanes, the first question is what are our objectives and what are we trying to achieve. We need to define a problem and consider a solution dependent on the problem, this is why it is difficult to come up with an alternative.

With regards to speed cameras, the criteria was that the site must have at least four Killed or Serious Injury (KSI) accidents. If a speed camera is installed without a valid reason, it may be seen as a money making scheme. Also, we would need TVP (Thames Valley Police) to support it."

ACTION – Clerk to discuss with Paul Fishwick

23/PC/9.2 Clerk to send a letter to BCllr Ferris regarding an article in Wokingham Today

It was agreed that this matter had been overtaken by other more topical issues to be discussed with BCllr Ferris.

23/PC/15.1 Clerk to submit a request for substitute planting of trees on the seven units to be built adjacent for Lidl

This had been done

23/PC/16.2 Clerk to write to WBC Planning Department, AWE Emergency Planning and West Berkshire Council regarding Kingfisher Grove

Previously discussed at 23/PC/25 - 23/PC/11.2

23/PC/16.3 Clerk to request that PA 230122 remains open until after the next planning meeting

The consultation period now closes on 20th March due to issues validating the application. This is on the agenda at Item 5.1

23/PC/18.1 Clerk to keep on the agenda 'Verbal Update on Highways, Street Lighting and Footpath Matters'

On the agenda - item 8.1

- 23/PC/18.2 Clerk to write to WBC to request that the streetlights owned by SPC be switched off between the hours of 00:30 and 05:30

This had not yet been done.

ACTION – Clerk to write to WBC

- 23/PC/19.1 Clerk to respond to the National Planning Policy Consultation

The Clerk had submitted the council's views to the consultation process

- 23/PC/20.1 Cllrs A Grimes and L James to put together a paper for the next meeting

The traffic working party had been developing the response and this was on the agenda at Item 10.1

- 23/PC/20.2 Clerk to circulate the responses of the consultation to members at the end of the consultation period

Also to be covered under Item 10.1

- 23/PC/21.1 Clerk to respond accordingly to consideration for Gypsy and Travellers sites

This had been done

- 23/PC/21.2 Clerk to write to West Berkshire Council regarding the Local Plan Review

This had been done

- 23/PC/21.3 Clerk to invite Maxim-PR to address the committee at a pre-meeting at 19:00 on the 9th March

On the agenda - item 1.1

- 23/PC/21.4 Clerk to respond to a request to divert Footpath 11 & 12 during the Lidl build

This had been done

23/PC/26 Schedule of Deposited Plans

- 26.1** None Received. Specific consideration was given to Planning Application 230122 – Land adjacent to Bramble Cottage at 183 Hyde End Road

On the agenda – item 23.1

23/PC/27 Appeals

- 27.1** Planning Inspectorate Appeals

It was **NOTED** that there was one planning inspectorate appeal in RG2 and three in RG7 currently “in progress” in the parish.

23/PC/28 Enforcement Update

- 28.1** Closed Enforcement Notices

Members noted the contents of the report.

RFS/2023/087924 Foxglade, Brookers Hill, Shinfield
Trees that are cut down need to be replaced.

ACTION – Clerk to add to the agenda in a years time to check the trees had been replaced

- 28.2** Live Enforcement Notices

Members noted the contents of the report.

23/PC/29 Highways, Street Lighting and Footpath Matters

- 29.1** **Verbal Update on Highways, Street Lighting and Footpath Matters**

Cllr N Masseron agreed to look into monitoring footpaths in the parish.

ACTION – Cllr Masseron would look at previous reports to assess the process and talk to a local resident who was knowledgeable in this area

29.2 **Street Lighting**

The Clerk has not been able to progress this action (to turn off SPC lights between 00:30 and 05:30).

ACTION – Clerk to write to WBC to request that the streetlights owed by SPC be switched off between the hours of 00:30 and 05:30

23/PC/30

Follow up from DEPZ presentation at meeting on 9th February

30.1 Members noted the follow up from Harry Williamson who had led the presentation at the previous meeting.

30.2 The Clerk advised that he would like to work with WBC's Emergency Planning team in regards to how SPC could work with them in the event of an major incident. The Clerk reported that had done training on this area with the national Emergency Planning College.

This would include offering facilities to assist, with a reciprocal arrangement with WBC.

ACTION – Clerk to contact Harry Williamson and update the committee in due course regarding Emergency Planning for the parish

23/PC/31

Road Traffic

31.1 Traffic Working Party

Members considered the detailed draft response to the 434 responses that had been received (34 in person and 400 online)

Members agreed to the issuing of the response

Proposed: Cllr P Emment
Seconded: Cllr R Tatla
Approved: Unanimously

ACTION – Clerk to circulate response to consultation

31.2 Hyde End Lane had not been included in the consultation as this had previously taken place extensively in the past. It was agreed at the meeting that further consultation was required on Hyde End Lane was required.

ACTION – Clerk to arrange a meeting in two weeks time to plan ahead

23/PC/32

Correspondence

32.1 Community Trigger

Members NOTED an extract of the response from the Police and Crime Commissioner that had been previously circulated.

32.2 WBC Local Validation List

Members NOTED the Validation of Planning Applications

ACTION – Clerk to make BCllrs aware of the list

32.3 Transport Plan Consultation

The Clerk advised that a link to WBC's consultation on a Local Transport Plan was on our website but he wished to ensure that members were aware that the process was taking place.

ACTION – Clerk to promote work SPC had done to improve the bus routes

32.4 Shinfield Road Crossing

A letter had been received from a resident requesting that SPC supports renewed attempts to have a crossing installed near to the entrance to Crosfields School.

Members highlighted the problems on this road with traffic and the possibility that Reading buses may withdraw the service if there were additional holdups.

ACTION – Clerk to respond to the resident and suggest she contacts Chris Easton at Wokingham Borough Council

The meeting ended at 09:18

The next meeting is Thursday 13th April 2023

List of Actions

23/PC/22.1	Clerk to apply to Greentech for Community Grant	Clerk
23/PC/22.2	Committee to review planning application once received	
23/PC/22.3	Greentech to be requested to support SPC in its application to extend the path to access the riverbank	
23/PC/23.1	Clerk to write to WBC regarding the breach of a TPC	Clerk
23/PC/24.1	Clerk to ask Cllr Jones if he wished to remain on the Committee	Clerk
23/PC/25	23/PC/11.2 Clerk and Chairman to send a formal letter to WBC, AWE and West Berkshire Council and Clerk to circulate a copy of the letter to members of the committee	Clerk
	23/PC/7.2 Clerk to report back once the information had been received from WBC on the spending of S106 monies	Clerk
	23/PC/7.3c Clerk to seek clear advice from John Russell, Motion about street lighting on a 'B' road	Clerk
	23/PC/8.1 Clerk to discuss traffic calming measures with Paul Fishwick	Clerk
23/PC/28.1	Clerk to add to the agenda in a years time to check the trees had been replaced at Foxglade, Brookers Hill, Shinfield	Clerk
23/PC/29.1	Cllr Masseron to look at previous reports to assess the process for monitoring footpaths and to talk to a knowledgeable local resident	Cllr Masseron
23/PC/29.2	Clerk to write to WBC to request that streetlights be switched off between the hours of 00:30 and 05:30	Clerk
23/PC/30.2	Clerk to contact Harry Williamson and update the committee on major incident planning	Clerk
23/PC/31.1	Clerk to circulate response to the traffic consultation	Clerk
23/PC/31.2	Clerk to arrange a meeting in two weeks time to plan ahead for a consultation on Hyde End Lane	Clerk

23/PC/32.2	Clerk to make BCllrs aware of the Validation of Planning applications list	Clerk
23/PC/32.3	Clerk to promote work SPC had done to improve the buses in the parish	Clerk
23/PC/32.4	Clerk to respond to the resident and suggest she contacts Chris Easton at Wokingham Borough Council in relation to a crossing on Shinfield Road	Clerk

Date Paid	Supplier / Payee	Amount Paid (Inc VAT) £	Description
10/03/2023	HMRC Payee	5,813.26	All NI Payments & PAYE - February Salaries
10/03/2023	Mark Sandringham	48.90	Reimbursed - Consumables for Youth Club
10/03/2023	R H Hall Microwave Limited	300.00	Deposit for Service Under Warranty (to be refunded)
15/03/2023	Select Environmental Services	1,843.06	Litter Bins February
15/03/2023	Ricoh UK Ltd	582.67	Copies & Rental Qtr 4
15/03/2023	Absolute Brilliance Cleaning Ltd	5,662.83	Cleaning SGC January (inc restocking consumables)
15/03/2023	Absolute Brilliance Cleaning Ltd	1,784.79	Cleaning Pavilion January
15/03/2023	Absolute Brilliance Cleaning Ltd	5,139.69	Cleaning SGC February
15/03/2023	Absolute Brilliance Cleaning Ltd	1,784.79	Cleaning Pavilion February
15/03/2023	Kreatif Design Ltd	59.99	6 Core VPS Server Web Hosting
15/03/2023	Thames Valley Signs (berkshire	39.50	Replacement Wayfinder Sign
15/03/2023	SPY Alarms	235.20	Annual Maint Contract CCTV
15/03/2023	MCFT Food Equipment Service	1,470.00	Service Kitchen Equipment - Café
15/03/2023	A1 Locksmiths (Berkshire) Ltd	119.90	Vulcan Combi Locks Deardon Way
15/03/2023	Air It Limited	47.10	Phones Car Service January
15/03/2023	Octagon Home & Business Protec	2,440.80	New & Replacement Cameras SGC
15/03/2023	Gavin Fullbrook (Window Cleaner)	425.00	Window Cleaning March (SGC £395, Pavilion £30)
15/03/2023	Chargemaster Limited	59.27	Charging Van - February
16/03/2023	Alphabet (GB) Ltd	468.85	Van Rental - March 2023
20/03/2023	Telefonika UK Ltd	221.98	Mobile Phones March (4)
20/03/2023	Spencers Wood Village Hall	500.00	Grant Coronation Picnic
20/03/2023	Multiple	300.00	Refund Deposits
24/03/2023	Popdance Ltd	130.00	Teens Workshop at Youth Club 8th March
24/03/2023	Air It Limited	4,877.74	Phones SGC (£303), Cloud Back Up 2 mths (£715), Managed Support 2 Months (£2,556) & Microsoft 1 mth (£1,303)
24/03/2023	ProServicing Limited	344.40	Service to accoustic moveable wall at the Pavilion
24/03/2023	Cartridgesave.co.uk	189.40	Cartridges for Office Printers
24/03/2023	Royal Electrics	480.00	PAT Testing All Sites
24/03/2023	Select Environmental Services	118.99	General Waste + Excess
24/03/2023	JDS Energy Services	120.00	Supply/Instal & Test RCBO
24/03/2023	Delta Air Conditioning	777.74	Repairs School Green Centre
24/03/2023	SSE Southern Electric	2,496.77	Electricity 6 months Street Lighting
24/03/2023	Office Depot International (UK	136.67	Stationery / paper
24/03/2023	Octagon Home & Business Protec	372.00	Annual Alarm Service
24/03/2023	Berkshire Pest Control Ltd t/a	444.00	Pest Control 2023/2024 SWP
24/03/2023	Imagin Products Ltd	57.24	New ID Badges and Holders
24/03/2023	Nigel Jeffries Landscaping Ltd	2,328.00	Manor Ground Verge Clearance
27/03/2023	Telefonika UK Ltd	48.00	Amendment to Mobile Phone Contract
28/03/2023	Employees	18,661.06	Net Pay March
28/03/2023	Lloyds Bank plc	16.95	Monthly Fee (£7) & Charge (£9.95)
03/04/2023	Wokingham Borough Council	84.73	Business Rates - Ryeish Pavilion 1/10th
03/04/2023	Wokingham Borough Council	158.58	Business Rates - The Pavilion 1/10th
03/04/2023	Wokingham Borough Council	1,006.38	Business Rates - School Green Centre 1/10th
11/04/2023	NEST	1,713.34	Pensions - Employers and Employees Contributions
11/04/2023	A Grimes	600.00	Chairman's Allowance - Balance of 2022/2023
14/04/2023	BP Pulse	75.71	March - Charging Van
Total		64,585.28	

Investment Approved by Full Council - February 2022 (22/24.1)

12/04/2023	National Savings & Investment	500,000.00	Investment
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Date Paid	Supplier/Payee	Amount Paid (Inc VAT) £	Description
04/03/2023	Custom Stamps	51.84	Self Inking Date Stamp for Office
06/03/2023	Bookers Reading	116.29	Supplies Youth Club
06/03/2023	Amazon EU	48.95	Metal Coat Rack for the Manor
06/03/2023	Stormguard	49.50	Rainwater Shoe for Spencers Wood Pavilion
06/03/2023	Adobe	51.98	Website Software
07/03/2023	AO.com	85.00	Sharp Microwave for Office
09/03/2023	Cooperative	3.85	Milk / Sugar Meeting
15/03/2023	Paul Corby	80.00	Tuning Piano
16/03/2023	Andremosaic Professional	30.40	Register for Coronation Poster
20/03/2023	Viaan Enterprise Ltd	13.58	Wall Planner for Office
21/03/2023	Amazon EU	10.00	Thank You Cards for Litter Pick
21/03/2023	Redsun Retail Co Ltd	6.68	Teacher Reward Stickers - Litter Pick
22/03/2023	Techgear Solutions Direct Ltd	7.95	Phone Case for Office Mobile
22/03/2023	Rankie UK Ltd	5.09	Phone Screen Protector for Office Mobile
22/03/2023	Techgear Solutions	6.89	Telephone Wallet for Office Mobile
28/03/2023	Bean Bag Bazaar	<u>187.96</u>	Youth Club Bean Bags
	Total Payments	<u>755.96</u>	

Payments due to be made that are outside the Clerk's Financial Delegation

Item 13.3

Please note, there are no payments due to be made that are outside the Clerk's Financial Delegation