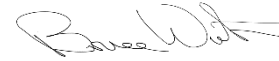


To all members of Shinfield Parish Council

**Notice is hereby given and you are summoned to attend a meeting of the Full Council on
WEDNESDAY 28th June 2023 at the School Green Centre, commencing at 19.30**



Bruce Winton, Parish Clerk
22nd June 2023

Members: Cllrs Boyer, Clarke, Grimes, Jahromi, James, Jones, Lias, Masseron, Montgomery,
Peer and 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 17th May 2023

- 3.1 To **APPROVE** the minutes of the Full Council meeting on 17th May 2023* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Annual Accounts and Annual Governance and Accountability Return – Year ending 31 March 2023

- 4.1 To **NOTE** the Internal Audit Report *
- 4.2 To **APPROVE** the Financial Statement for year ended 31 March 2023*
- 4.3 To **APPROVE** Section 1 – Annual Governance Statement 2022/23*
- 4.4 To **APPROVE** Section 2 – Accounting Statements 2022/23*
- 4.5 To **NOTE** Notice of public access to AGAR*

5. Future Council Strategy

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

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

*** indicates papers to follow*

6. Reports

- 6.1 To **RECEIVE** reports from the Borough Councillors*
- 6.2 To raise any questions to WBC via the Borough Councillors
- 6.3 To **NOTE** the draft minutes of the Facilities Committee 7th June 2023* and update from the Chairman of the Committee
- 6.4 To **NOTE** the draft minutes of the Arts, Culture and Events Committee dated 8th June 2023* and update from the Chairman of the Committee
- 6.5 To **NOTE** the draft minutes of the Planning & Highways Committee 14th June 2023* and update from the Chairman of the Committee
- 6.6 To **RECEIVE** and **NOTE** verbal reports from Working Parties
- 6.7 To **RECEIVE** a verbal report from the Chairman
- 6.8 To **RECEIVE** reports from outside bodies

7. Traffic & Sports Consultation

- 7.1 To **RECEIVE** and **CONSIDER** an update on the Traffic Consultation process
- 7.2 To **RECEIVE** and **CONSIDER** an update on the Sports Consultation process

8. Sports & Recreation Items

- 8.1 To **RECEIVE** and **NOTE** a verbal update for the location of a 3g pitch within the parish
- 8.2 To **RECEIVE** and **CONSIDER** the lease for the Manor Ground**

9. Ryeish Green Pavilion

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

10. Land issues

- 10.1 To **RECEIVE** and **CONSIDER** a verbal report from the Chair of Finance & General Purposes Committee on Land Swaps
- 10.2 To **RECEIVE** and **CONSIDER** a proposal from the Clerk regarding provision of community space in the north of the parish

11. School Green Centre

- 11.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Grimes on the School Green Centre
- 11.2 To **RECEIVE** and **CONSIDER** a proposal for the provision of film screening facilities*

12. CIL Funding

- 12.1 To **RECEIVE** and **CONSIDER** an update on Wokingham Borough Council request for co-funding of bus routes and footpath on Hyde End Lane
- 12.2 To **RECEIVE** and **NOTE** a summary of S106 and CIL income and expenditure from 2019-2021*

13. Correspondence

- 13.1 To **RECEIVE** and **NOTE** a report from The Edmund Godson Charity*

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

*** indicates papers to follow*

14. Invoices for Payment

- 14.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
- 14.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
- 14.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*

15. Dates of Next Meeting

- 15.1 The date of the next Full Council Meeting will be Wednesday, 26th July 2023

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

*** indicates papers to follow*

Minutes of a meeting of Full Council
Held on Wednesday, 17th May 2023
At School Green Centre commencing at 20:24

Present: Cllrs Clarke, Emmet, Grimes, Jahromi, James, Jones, Lias, Masseron, Montgomery, Peer and Tatla

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

23/54 Welcome to new Borough Councillors

The Chairman welcomed BClrs Glover and Gray to the meeting and congratulated them on their success in the recent elections.

23/55 Public Questions

- 55.1 BClr Glover asked what progress been made by the University of Reading (UoR) and Shinfield Parish Council (SPC) on the consultation about Sport and Recreation in Shinfield:

UoR are taking the lead in following up the consultation on their areas as follows:

- 10th May – There was a meeting with cheerleading club and gymnastics club to establish what requirement would be for a permanent fully equipped gym for these sports as there is a lack of access across the region. UoR now able to consider as and when possible options may present themselves
- 20th May – First 6 monthly footpaths and cycle group being held; Cllr Masseron attending for SPC
- 24th May – Inviting stakeholders to a discussion about Northern pitches

SPC have set up a Sports Working Party to progress the plans for the redevelopment of Millworth Lane

- 55.2 BClr Glover asked what progress has been made on the School Green improvements

The Parish Clerk had advised that this was currently in abeyance until a quote had been received to indicate the level of costs for the initial proposals, to help shape future discussions. More priority has been given to the Traffic and Sports working parties. The outcome of the discussions were on the agenda at Item 12. Future Council Strategy will hopefully help place the School Green Centre in the council's overall plans for the coming four year cycle and will form part of the agenda for the Facilities Committee.

23/56 Apologies and declarations of Members' Interest

- 56.1 Apologies had been received from Cllr Boyer
Apologies had been received from Borough Cllrs Johnson and Munro
- 56.2 There were no declarations of members' interests
- 56.3 There were no changes to members' declarations of pecuniary interest

23/57 Minutes of the Previous Meeting

- 57.1 Cllr Lias had advised, prior to the meeting, that the first bullet point on 43.7 (page 7) should read "Grazeley Village Hall" and not "Grazeley Village School". This had been corrected in the version ready for signature. The minutes of the meeting held on 20th April 2023 were approved as a correct record on that basis and signed as such by the Chairman.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

57.2 The following matters arising were discussed:

- 23/40.1 Clerk to invite the Chief Executive of Wokingham Borough Council to a future meeting of the full council. This invitation to be extended to the Leader of WBC.

This will be done

- 23/42.2 22/104.3(i) Clerk to continue to arrange visits to schools attended by SPC children to seek ideas for their needs in the Parish

The Clerk advised that he had not arranged any further visits and that it may be prudent to defer any visits until after the summer holidays as many students will now be involved with exams. This would then provide an opportunity to use future visits as an opportunity to ascertain feedback on developments from the sports working party and other relevant council initiatives

ACTION – Clerk to provide a list of schools he intends to visit

- 23/42.2 23/21.3 BCllr Rance to investigate whether there was a budget available for officers to travel to meetings in the borough

BCllr Rance reported that she would know who to approach following the meeting of WBC. There had been a six week delay due to the elections.

ACTION – BCllr Rance to report back once she had a response

- 23/42.2 23/27.3(ii) Clerk to investigate multi-agency support and establish a working party in respect of Anti-Social Behaviour

The Clerk advised that Finance & General Purposes had considered the subject of Safer Neighbourhoods and it would be brought to Full Council when there was more room on the agenda to allow a discussion of the topic. This would direct how we work with third-parties in respect of Anti-Social Behaviour.

- 23/42.2 23/27.3(iv) Cllr Peer to raise at the NAG meeting on 25th April for TVP to be more involved with ABS

Cllr Peer reported that Thames Valley Police (TVP) responded that there were no additional Police due to lack of funding. The existing support officers were now covering an extended area as there was less staff and less money.

ACTION – Clerk to obtain details of the new policing areas and to invite the Police and Crime Commissioner to talk to SPC at a future meeting

- 23/42.2 23/27.5(i) Clerk to raise the question of co-opting residents at the next Traffic Working Party

There had been no interest expressed from those invited to participate and so the traffic working party was proceeding as before without any additional inputs.

- 23/42.2 23/33.4 Clerk to give an update on the footpath work on Hyde End Lane at the next meeting

This is on the agenda

- 23/42.2 23/36.1 Cllr Grimes to circulate a Close Out report for School Green Centre when this has been received

This was on the agenda

- 23/43.4 Clerk to add to the agenda of the next Planning and Highways Committee an item to review planning applications for Foxglades

This had been done.

- 23/43.6 Clerk to arrange for Alison Foster, Programme Manager at the Royal Berkshire Hospital (RBH) to talk to the full council about proposals for the RBH

To be arranged for a future meeting.

- 23/43.7 Cllr Peer to provide a contact for the Clerk to arrange a speaker

This had been done and the speaker had attended the Planning & Highways meeting on 11th May.

- 23/46.1 Clerk to pursue proposals with WBC regarding the potential location of a 3G pitch

The Clerk reported that he had prepared a letter and this would be sent when the elected members of WBC had been declared. This was also on the agenda.

- 23/47.1 Clerk to report back once the second valuation for Ryeish Green Pavilion had been received

This was on the agenda

- 23/48.1 Clerk to arrange a meeting with Craig Hoggeth (WBC) and Cllr James

This had been on hold but would be picked up again.

- 23/51.1 Clerk to contact local teams to see if they had received any awards.

Clerk advised that he will include this in his letters to bodies who have previously requested grants from the council.

- 23/52.1 Clerk to number items on list of payments for Cllrs to easily identify an item that required further information

This had been done

23/58

Reports

58.1 Reports from Borough Councillors

Members **NOTED** the written reports from Borough Councillors Glover, Johnson, Munro & Rance

58.2 Questions for Borough Councillors

There were no questions for the Borough Councillors

20:49 *BCllr Rance left the meeting*

58.3 Minutes of Recreation & Amenities Committee 4th May 2023

Cllr Clarke gave the following update:

- Plans for the toilets for the tennis club at Millworth Lane were proceeding
- The Volunteer Group had raised concerns about the community orchard next to Deardon Field
- The Sports Working Party had held a positive first meeting and plans would be submitted shortly
- Recreation and Amenities Committee to split into two; a) Facilities b) Arts, Culture and Events
- Discussions taking place on Milworth Lane, High Copse and the northern pitches.

Members **NOTED** the minutes of the Recreation & Amenities Committee meeting held on 4th May 2023.

58.4 Minutes of the Planning & Highways Committee 11th May 2023

- Concern had been expressed about retrospective planning permission from a house on Brookers Hill. They were due to plant more trees. WBC offices were investigating the dropped kerb.
- Biodiversity Net Gain talk was interesting
- Report of dumping garbage
- Ensure residents are aware of what is happening on Hyde End Lane
- Rubbish bins needed consideration on new housing estates where there are currently no bins, this needs to be addressed with the identified management companies for each area
- Requested that the Clerk plots the current bins as had been done for streetlights

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

ACTION – Clerk to plot on a map current bin locations and who owns them

58.5 Working Parties

School Green Working Party:

As reported earlier there had been no movement on this topic.

Traffic Working Party:

Cllr James gave a brief update from the Traffic Working Party. The Clerk had prepared a letter setting out the parish council's position on traffic improvements in the parish which would be sent to key members of Wokingham Borough Council's executive and asking for a meeting to discuss how things could be taken forward. The letter emphasised that there was much common ground between the SPC and WBC positions. Borough Councillors would also be invited to attend. It was reported that speeding was significantly higher in the Grazeley area.

Sports Working Party:

A small working party has been set up to develop the plans for Millworth Lane building on the feedback received from the sports consultation. Outline plan was for

- One 'pay as you go' Tennis Court
- Two padel tennis courts
- Climbing wall
- Netball court
- Basketball court
- A running track
- A fitness training provision
- Redecoration of the pavilion
- Storage containers
- Seating
- Increased car parking
- Provision for Refreshment van

58.6 Chairman's Report

Cllr Grimes advised that:

- The Annual Parish Meeting will be held on 24th May at 19:30 and will include his report as Chairman; this will fulfil the Council's statutory obligations
- A second Parish Meeting will be held on 29th June at 19:30 with a quiz and cash prize for a 'parish charity' of the winning team's choice
- He and the Clerk had been invited to the opening of Reading Green Park Station on 25th May 2023
- He was still working with Spencers Wood Village Hall on governance issues
- The Coronation tea party at Spencers Wood went well

58.7 Reports from Outside Bodies

The following were reported:-

Members noted Cllr Montgomery's reports on attendance at the Atomic Weapons Establishment (AWE) Local Liaison Committee meetings

23/59 Traffic & Sports Consultations

59.1 Previously discussed at 23/58.5

23/60 Sports and Recreation Items

60.1 3G Pitch

The Clerk advised that he had prepared a letter proposing the site north of Mere oak park & ride as a possible location for a 3g pitch location and this was ready to go to the relevant member of the WBC executive

60.2 Manor Ground – Lease

The Clerk reported that he was awaiting the lease to come back from UoR, however, we were operating on the basis of the previously agreed heads of terms

23/61 Ryeish Green Pavilion

- 61.1 The Clerk reported that he had now received two valuations for the pavilion both of which were above the bid tabled from the interested party. The Clerk recommended that we formally put the pavilion up for sale. While this is necessary to show the Council has achieved the best possible return there is a small risk that the one interested party for the building may withdraw their offer.

ACTION – Clerk to arrange for Ryeish Green Pavilion to be advertised for sale

23/62 Land Swaps

- 62.1 The Clerk has yet to arrange the meeting with Craig Hoggeth

ACTION – Clerk to arrange a meeting with Craig Hoggeth (WBC) and Cllr James

23/63 School Green Centre

63.1 Update from Cllr Grimes

Cllr Grimes reported on the following

- An architectural report and the benefits to the community of the School Green Centre had been published in the Observer on 30th April 2023
- Footpath repairs were taking place on 2nd June
- Courtyard work was commencing on 5th June to make the area 'accessible' friendly

23/64 CIL Funding

64.1 Bus Route

Cllr Grimes reported that WBC had requested £188,933.87 from SPC to support the bus service from CIL money. Members did not feel this was an appropriate request as CIL money was for the purpose of capital work not revenue. WBC had not supplied any details of the tender and what the proposals were, therefore, it was felt the council could not respond to the request until further information was available.

ACTION – Clerk to contact WBC that the decision would be deferred until further information was provided

64.2 Hyde End Lane Footpath

WBC had requested co-funding of 70m of path in Ryeish Green. Members decided to decline this suggestion as the installation of the path was the responsibility of WBC. Cllr Masseron suggested that a temporary path be laid by SPC to enable residents to walk in this area at an approximate cost of £3,000 to £4,000, however, members did not agree this to be appropriate.

ACTION – Clerk to respond to WBC that SPC were not prepared to co-fund this work

Proposed: Cllr Emmet
Seconded: Cllr Lias
Approved: Unanimously

The Chairman requested that the meeting be extended to discuss item 14 of the agenda

23/65 Future Council Strategy

65.1 This item would be deferred to the next meeting due to insufficient time available

23/66 Correspondence

66.1 There was no correspondence

23/67 Invoices for Payment

67.1 Members NOTED the following payments:-

- Payments made within the Clerk's financial delegation
- Payments made on Barclaycard within the Clerk's financial delegation
- There were no payments due to be made that are outside the Clerk's financial delegation

21:59 *Ian Young left the meeting*

23/68 Date of Next Meeting

68.1 The date of the next meeting is Wednesday, 28th June 2023.

The meeting ended at 22:14

List of Actions

23/57.2	23/42.2 Clerk to provide a list of schools he intends to visit	Clerk
23/57.2	23/42.2 BCllr Rance to investigate whether there was a budget available for officers to travel to meetings in the borough	BCllr Rance
23/57.2	23/42.2 Clerk to obtain details of the new policing areas and to invite the Police and Crimes Commissioner to talk to SPC at a future meeting	Clerk
23/58.4	Clerk to plot on a map current bin locations and who owns them	Clerk
23/61.1	Clerk to arrange for Ryeish Green Pavilion to be advertised for sale	Clerk
23/62.1	Clerk to arrange a meeting with Craig Hoggeth (WBC) and Cllr James	Clerk
23/64.1	Clerk to contact WBC that the decision on a request from WBC requesting the use of SPC CIL money for the bus route be deferred until further information was provided	Clerk
23/62.2	Clerk to respond to WBC that SPC were not prepared to co-fund the work on Hyde End Lane Footpath	Clerk

Claire Connell MA, ACA, CTA

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The Members of Shinfield Parish Council
c/o Mr Bruce Winton
Clerk to Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield
Berkshire RG2 9EH

24th May 2023

Ladies and Gentlemen

Internal Audit report for the year ended 31st March 2023 - final review

I have now completed my review of the financial systems and internal controls for the year ended 31st March 2023. My audit has been carried out with reference to "Governance and Accountability for Local Councils: A Practitioners' Guide".

My final work concentrated on fixed assets, risk management and the final accounts. A summary of my findings for the year is attached in Appendix 1.

I should like to draw the following matter to your attention:

Risk Management

Last year I was unable to give a positive response to assertion C which states that the authority has assessed the significant risks to achieving its objectives and has reviewed the adequacy of arrangements to manage these.

This year a new Risk Register has been adopted and regular updates are provided on a "report by exception" basis. It is also now a standing agenda item on the Annual Council Meeting to ensure that it is formally considered by councillors each year. I am therefore able to give a positive response to assertion C this year.

Signing of the audit report

The external auditors have stated that my internal audit report gives important evidence for the Council to consider when completing assertions 2 and 6 on the governance statement. My two audit reports this year should therefore enable the Council to approve the Annual Return in the knowledge that the internal audit for the year is complete. I have also signed my section of the Annual Governance and Accountability Return with no adverse findings.

Yours faithfully



Claire Connell

Appendix 1: Summary of internal audit work covered in 2022-23

<u>Annual Return Section</u>	<u>Objective met?</u>	<u>Comments</u>
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes	Rialtas software (which is designed for local councils) is used for the accounting and is kept up to date. Guidance is sought from professionals regarding VAT and other matters.
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes	Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT appropriately accounted for.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes	Minutes, Standing Orders, Financial Regulations, the new format of Risk Register and insurance cover were all reviewed and it is clear that risks are now appropriately assessed and reviewed. I understand that the Standing Orders, Financial Regulations and Investment Strategy are all due to be updated in the 2023-24 council year.
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes	Budgeting and reporting are carried out in a thorough and robust manner.
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes	No significant issues were found during the testing and review of income systems.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes	Petty cash transactions are low in number and value.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes	Payroll is operated in-house – a problem was identified at the interim visit but this was corrected before the year end.
H. Asset and investments registers were complete and accurate and properly maintained.	Yes	The fixed assets register is maintained in the Rialtas package and was updated for changes in the year.
I. Periodic and year-end bank account reconciliations were properly carried out.	Yes	Monthly reconciliations are performed and reviewed by a Councillor on a monthly basis.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes	These assertions have been met.
K If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt.	N/A	Not covered – the Council had a limited assurance review of its 2021/22 AGAR
L. The authority published the required information on a free to access website up to date at the time of the internal audit in accordance with the relevant legislation	Yes	*** The wording of this objective has changed this year *** The AGARs for the previous five years are available on the Council website as required by the Audit & Accounts and Audit Regulations 2015. The Council endeavours to comply with the Transparency Code and additional information has been uploaded to the website recently in relation to this.
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (<i>evidenced by the notice published on the website and/or authority approved minutes confirming the dates set</i>).	Yes	The exercise was carried out for the correct length of time and was advertised correctly.
N The authority has complied with the publication requirements for 2021-22 AGAR (see AGAR <i>Page 1 Guidance Notes</i>).	Yes	Yes, the relevant documents were published at the correct time
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	N/A	Not applicable - Shinfield Parish Council is not a trustee of any trust funds

Shinfield Parish Council

**Financial statements (unaudited) for the year ended
31 March 2023**

Shinfield Parish Council

Notes to the financial statements for the year ended 31 March 2023

1. Accounting Policies

The Council's accounts are prepared in accordance with the guidance for local councils as set out in the Practitioners' Guide to Governance and Accountability, which is regarded as proper accounting practice for these purposes. These financial statements (from which the statutory accounts are prepared) are therefore prepared on the accruals basis but do not include the value of fixed assets or indebtedness in respect of loans to purchase those assets.

2. Administration Income

	<u>2023</u> £	<u>2022</u> £
Interest on Bank Deposits & Savings Bonds	7,952	681
Final loan repayment - Shinfield Tennis Club		6,000
Other income	420	251
	<u>8,372</u>	<u>6,932</u>

Interest Rates recovered in the year due to the economic climate, particularly the interest paid on the National Savings Bonds.

3. Pension scheme contributions

During the year, the council's staff were members of the NEST scheme. Employer pension contributions are included in staff costs.

4. Grants to community organisations

The Council has made grants under its legislative powers to several organisations supporting projects and providing facilities for the community:

	<u>2023</u> £	<u>2022</u> £
<u>Grants</u>		
Community-based Voluntary Organisations	18,090	12,390
Shinfield Players Theatre – Refurbishment of Reception & Toilets	0	20,000
Spencers Wood Village Hall – improving access	0	3,000
School Projects including Queen's Jubilee Celebrations	4,622	
Local Sports Clubs – Netball (21/22) & Cricket (22/23)	1,500	3,500
	<u>24,212</u>	<u>38,890</u>

5. Additions to Fixed Assets in the Year.

	<u>2023</u> £	<u>2022</u> £
New School Green Centre – completed in 2021/2022		1,344,799
Acquisition of Lease Millworth Lane - June 2021		1
New Bus Shelter and Car Park Bollards.	11,268	37,447
New Games Area and Gym	116,730	705
Fencing and Gates.		3,979
Furniture and Equipment (School Green Centre & Allotments)	25,345	132,149
	<u>153,343</u>	<u>1,519,080</u>

Notes to the financial statements for the year ended 31 March 2023 (continued)

Construction of the new School Green Centre was completed in November 2021. Work has continued in 2022/2023 to fit out the centre with furniture and equipment required to meet the needs of all of the users. With the centre fully operational, the focus for the Council has moved on to providing new outside recreational facilities. This started in 2022/2023 with the installation of a new Multi Use Games Area and outside Gymnasium. This expenditure is funded mainly from Developers Contributions transferred to the Parish Council to pay for additional infrastructure required to support the growing population.

6. Fixed Assets

At the 31st March 2023, the Council has Fixed Assets (based on cost) as follows:

<u>Land & Buildings</u>	£
School Green Centre	3,282,410
School Green Centre Land Owned	163,000
School Green Centre Land Leased	1
Shed & Base School Green Centre	5,044
Ryeish Pavilion	241,060
Spencers Wood Pavilion	708,392
Total Land & Buildings	4,399,907
 <u>Community Land & Assets</u>	
Recreation Land	5
Allotments	7
War Memorial	1
Total Community Assets	13
 <u>Other Operational Assets</u>	
Playgrounds	329,281
Street Furniture	128,591
Bus Shelters	23,867
Furniture & Equipment	171,936
Gates and Fences	19,957
IT Equipment & Systems	46,578
Civic Regalia	600
Total Other Operational Assets	720,810
 Total Assets	5,120,730

7. Earmarked Reserves

There was a minor (net) increase of £2,115 in the Council's Earmarked Reserves.

The Council received £142,737 income in the year from CIL (£115,915) and S106 Contributions (£26,822). The Council also made a further contribution of £30,000 to the Repairs Reserve to ensure that funds are available for future major repairs to facilities, most of which have been completed in the last three years.

The Spencers Wood Recreation Ground benefitted from a new Multi Use Games Area and Outside Gymnasium which was funded from CIL

The Council reviewed the level and purpose for each reserve and agreed to transfer the sum of £36,797 from earmarked reserves to the General Reserve.

	<u>B/fwd</u>	<u>Released</u>	<u>Increased</u>	<u>Transferred</u>	<u>C/fwd</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Community Infrastructure Levy (CIL)	1,460,911	-108,950	115,915		1,467,876
Future Contested Elections	4,000			4,000	8,000
Millworth Lane Remedial Works	30,733	-11,328		-19,405	0
Pride in our Parish	6,993			-6,993	0
New website	10,000				10,000
Youth initiatives	11,000	-2,297		2,297	11,000
Planning Matters	23,500				23,500
Future Repairs to Council Premises	42,966		30,000		72,966
Allotment Improvements	70,000	-11,250	26,822		85,572
Highway Improvements	48,696			-16,696	32,000
	1,708,799	-133,825	172,737	-36,797	1,710,914

Shinfield Parish Council
Year ended 31 March 2023
Detailed Movement in Reserves

Item 4.2a

	Mar-21	Year I&E	Released	Transfers	Added	Mar-22	
<u>Earmarked Reserves</u>							
311 New website	10,000					10,000	Set aside for technical support for future upgrades
320 Repairs & renewals	42,966				30,000	72,966	Future maintenance reserve, increasing over the next 10 years as per annual budget
325 Elections	4,000			4,000		8,000	Set aside for a contested Parish Election - estimate provided by WBC
326 Highways improvement	48,696			-16,696		32,000	Contribution to Reading University for Footpath £32k
329 Millworth Lane Recreation Ground Refurbishment	30,733		-11,328	-19,405		0	Speed Reduction Initiatives (£16.7k) - replaced with Transport Strategy
334 Pride in our Parish	6,993			-6,993		0	Remedial Works to Millworth Lane Recreation Ground & Pavilion - now complete
335 Youth Initiatives	11,000		-2,297	2,297		11,000	Available for planting and refurbishment of open space - now complete
336 General Planning Issues	23,500					23,500	Awareness Campaigns and Events for Local Youths and Adults - particularly in deprived areas
337 Allotments Reserve	70,000		-11,250		26,822	85,572	For Future (unknown) Planning Appeals Contribution From University (Deardon Way only) & Developers Contributions for Improvements to Allotment Provision
	247,888	0	-24,875	-36,797	56,822	243,038	
331 <u>Community Infrastructure Levy</u>							
Unallocated							Retention money withheld and not agreed at year end - to be paid 23/24 when a final certificate issued
	1,308,911		7,780	-911,100	115,915	521,506	
Earmarked						0	
School Green	20,000			80,000		100,000	
MUGA & Gym Equipment	132,000		-116,730			15,270	
Millworth Lane Recreation Ground Refurbishment				500,000		500,000	
Manor Cricket Ground				55,100		55,100	
Allotment Improvements				26,000		26,000	
Transport Strategy				250,000		250,000	
	1,460,911	0	-108,950	0	115,915	1,467,876	
	1,708,799	0	-133,825	-36,797	172,737	1,710,914	
310 <u>General Fund</u>	157,432		133,825	36,797	-172,737		
Income		855,843					
Expenditure		-823,206					
	157,432	32,637	133,825	36,797	-172,737	187,954	
	1,866,231	32,637	0	0	0	1,898,868	
Net addition to earmarked reserves					2,115		

Shinfield Parish Council
Year ended 31 March 2023
Statement of Fixed Assets

Item 4.2b

	<u>31/03/22</u>	<u>Repaid or deleted</u>	<u>Additions</u>	<u>31/03/23</u>
<u>Land & Buildings</u>				
School Green Centre	3,282,410			3,282,410
School Green Centre Land Owned	163,000			163,000
School Green Centre Land Leased	1			1
Shed & Base School Green Centre	5,044			5,044
Ryeish Pavilion	241,060			241,060
Spencers Wood Pavilion	708,392			708,392
	4,399,907	0	0	4,399,907
<u>Community Land & Assets</u>				
Recreation Land	5			5
Allotments	7			7
War Memorial	1			1
	13	0	0	13
<u>Other Operational Assets</u>				
Playgrounds	224,551	(12,000) * ¹	116,730	329,281 * ³
Street Furniture	122,423		6,168	128,591 * ⁴
Bus Shelters	19,967	(1,200) * ²	5,100	23,867 * ⁵
Furniture & Equipment	146,591		25,345	171,936 * ⁶
Gates and Fences	19,957			19,957
IT Equipment & Systems	46,578			46,578
Civic Regalia	600			600
	580,667	(13,200)	153,343	720,810
<u>Long term assets</u>				
	4,980,587	(13,200)	153,343	5,120,730

Notes

- *¹ Old Gymnasium dismantled and scrapped - new gym built on a different site
- *² Bus Shelter removed after road traffic accident and replaced
- *³ New Multi Use Games Area (£90.6k) and Gym (£26.1k) at Spencers Wood Recreation Ground
- *⁴ Safety Bollards installed in School Green Car Park
- *⁵ New bus shelter to replace damaged one
- *⁶ Café Furniture (£8.1k), Solar Circuit System at Orchard Rise Allotments (£11.3k) and School Green Centre Equipment (£6k)

Shinfield Parish Council
Year ended 31 March 2022
Reconciliation Net Assets to Reserves

	<u>2023</u>	<u>2022</u>	
<u>DEBTORS</u>			
Hall Hire	8,716	2,079	School Green Centre Opened for Business November 2021
Other Debtors	0	104,885	Reading University (£70k), Wokingham Borough Council (£28k) & Rechargeable Wks (prev yr S106 Contribution for New Community Centre)
Debtors	7,801	5,281	Refundable Deposit Locum Fees
VAT repayable	2,135	12,846	March Claim 2021/22 (prev yr Lifebuild Payt) Increased Insurance & New Pest Control Service
Prepayments	12,858	17,229	& Euroloos for an event in June
	<u>31,510</u>	<u>142,320</u>	
<u>BANK & CASH BALANCES</u>			
Lloyds Bank Current Account	1,208,254	1,144,513	Holding significant sum for Community Infrastructure Levy prior to Short Term Investment
Lloyds Business Instant Access	200,395	200,015	
National Savings Bank	500,000	500,000	
	<u>1,908,649</u>	<u>1,844,528</u>	
Petty cash	41	74	
	<u>1,908,690</u>	<u>1,844,602</u>	
<u>CREDITORS</u>			
Unpaid Invoices	5,721	30,865	March Invoices
Other creditors	8,083	7,147	Payments In Advance Hall Bookings
Accruals	19,048	75,424	Includes Lifebuild Retention £70,625 in 21/22
Payroll Holding Account	5,663	3,115	HMRC PAYE & NI March
Waste bag sales receipts	44	0	Paid to WBC in 21/22 (Covid 19 measures)
Deposits held	2,773	4,140	Hall Damage Deposits & Key Deposits
	<u>41,332</u>	<u>120,691</u>	
<u>NET ASSETS</u>			
	<u>1,898,868</u>	<u>1,866,231</u>	
<u>RESERVES AND BALANCES</u>			
General fund	187,954	157,432	
Earmarked reserves	1,710,914	1,708,799	
	<u>1,898,868</u>	<u>1,866,231</u>	

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Item 4.4a

Shinfield Parish Council
Year ended 31 March 2023
Annual return review

<u>Box</u>		<u>31/03/2022</u>	<u>31/03/2023</u>	<u>Variances</u>		<u>Commentary on Variances</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>%</u>		
1	Balances brought forward	1,058,027	1,866,231				
2	Precept	488,797	552,370	63,573	13.0%	Number Band D properties increased by 652.9 Band D Equivalent Council Tax Increased by £2.17	49,027 14,546
3	Other income	2,649,460	303,473	-2,345,987	-88.5%	CIL receipts reduced by £1,963,605 (see separate analysis) as new development in the Parish slows down S106 Contributions by £420,365 - was cash limited for new Community Centre and 100% was paid before 22/23 One off Allocation in 22/23 - Wokingham Borough Council S106 Developers Contributions reallocated to the Parish for improvements to Allotments. One off contribution in 21/22 from the University of Reading for future Allotment extension - this was set aside in a reserve in 21/22 One off contribution in 21/22 from Wokingham Borough Council for Library at School Green Centre and funded expenditure in the same year Additional Interest in 22/23 as rates improved nationally Additional Income from Hirers in 22/23 - School Green Centre (centre opened for a full year) - Spencers Wood Pavilion - resulting from increased bookings - Electric Charging Points commissioned in year Additional Income from Rents - Café - Rechargeable Electricity - Pre School No Loan repayments as final payment in 21/22 Settlement of 3rd Party Claims for damage to Council Properties (Bus Shelter, Gate at Recreation Ground and Roof at School Green Centre) Other Minor Variations	-1,963,605 -420,365 26,822 -70,000 -24,000 7,271 70,896 10,516 1,231 3,000 1,751 4,800 -6,000 12,290 -594
Total							-2,345,987

Item 4.4a

Shinfield Parish Council
Year ended 31 March 2023
Annual return review

	31/03/2022	31/03/2023	Variances		
					Deputy Clerk Vacancy and reduction in hours for a reconfigured post , New School Green Centre Posts, New Facilities Manager & NJC Pay Award - see separate analysis
4	Staff costs	198,386	257,101	58,715	29.6%
5	Loan interest & repayments	0	0	0	Not applicable
6	Other expenditure	2,131,666	566,105	-1,565,561	-73.4%
					No payments to Construction Company in 22/23 - main building work completed in 22/21
					-1,688,428
					Grants - Reduced demand and more scrutiny of applications resulted in less spend in 2022/23 than the previous year
					-14,678
					Parish Council Administration
					Locum Clerk engaged in the previous year until a full time employed Clerk was recruited in April 2022
					-15,817
					Lap Tops purchased for Councillors in previous year (one off and funded from CIL)
					-11,608
					No demand for Course and Training in 22/23
					-6,234
					Insurance Premium increased as a result of a review of cover
					2,115
					Cost of HR Services reduced
					-2,036
					Reduced costs of ongoing project to value and register open space and allotment land
					-2,390
					Reduction in other general administrative expenses
					-1,011
					New School Green Centre
					Increased cost of opening the New Centre for the first full year in 22/23 - see separate analysis
					97,249
					Ryeish Pavilion - increased cost of retaining empty property
					618
					Spencers Wood Pavilion - Net reduction in building running costs
					-1,844
					Playgrounds - one off costs of unplanned surface repairs in 22/23 due to adverse weather
					9,522
					Savings in Inspections - new arrangements
					-4,385
					Open Space & Street Furniture
					- Replacement Street Furniture, fencing & bus shelter
					10,776
					- Other maintenance
					5,892
					Allotments - reduction in equipment installed
					-6,499
					Increased cost of clearing rubbish and general maintenance
					4,198
					Cutting back brambles on footpath not carried out in previous year
					1,200
					Post Covid Youth Club doing more activities
					1,551
					Facilities Team - increase in cost of supporting facilities team
					198
					Millworth Lane Recreation Ground - further clearance and remedial works, completed in the year
					2,546
					Sports Strategy - Feasibility New Facilities
					1,750
					Games Areas - New Multi Games Facility Built in Year
					90,606
					Feasibility study completed in previous year
					-5,532
					Communications - New Notice Boards installed in previous year
					-7,151
					Reduced cost of Communication
					-404
					Community Development - consultants used in previous year only to market the new centre
					-17,775
					More Community Support in 22/23 including warm room
					4,193
					Street Lighting - increased cost of electricity & maintenance
					2,222
					Planning
					- Less requirement to use expert consultants for transport and development matters
					-4,886
					- air quality monitoring suspended in 22/23
					-990
					- footpath improvements, mapping and signage delayed
					-8,529
					-1,565,561
7	Balances carried forward	1,866,232	1,898,868		
					See reconciliation to bank balances
					Reserves
					Community Infrastructure Levy
					1,467,876
					Other Earmarked Reserves
					243,038
					1,710,914
					General Reserve
					187,955
					Balances carried forward per box 7
					1,898,869
8	Bank balances	1,844,602	1,908,691		
					See overall bank reconciliation
9	Fixed assets & long-term investments	4,980,587	5,120,730	140,143	2.8%
					New Multi Use Games Area - Spencers Wood
					90,606
					New Outside Gymnasium - Spencers Wood
					26,124

Item 4.4a

Shinfield Parish Council
Year ended 31 March 2023
Annual return review

	<u>31/03/2022</u>	<u>31/03/2023</u>	<u>Variances</u>		
				New Furniture & Equipment	25,345
				New Bus Shelter	5,100
				New Bollards	6,168
				Old Bus Shelter Removed	-1,200
				Old Gymnasium Removed	-12,000
					<u>140,143</u>
10	Borrowings	0	0		
11	Controlled charities	No	No		
				Not applicable	
				Not applicable	

Item 4.4b

Community Infrastructure Receipts (CIL) - **Explanation of Variation Between Years**

2021/22 CIL Receipts

Cutbush Lane 50%	862,361.24
Parklands 25%	115,915.25
229 Hyde End Road 100%	7,052.08
Cutbush Lane 50%	862,361.24
Parklands 50%	231,830.50

Total in 2021/22	<u>2,079,520.31</u>
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2022/2023 CIL Receipts

Parklands 25% (Final)	<u>115,915.25</u>
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Difference Between Years	1,963,605.06
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WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 2) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 5 June – Friday 14 July 2023. (The latest possible dates that comply with the statutory requirements are Monday 3 July –Friday 11 August 2023); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Shinfield Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement 29th June 2023 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to: (b) Bruce Winton, Clerk to Shinfield Parish Council, School Green Centre, Shinfield, RG2 9EH. Tel 01189888220 e mail clerk@shinfieldparish.gov.uk commencing on (c) Monday 3rd July 2023 and ending on (d) Friday 11th August 2023 3. Local government electors and their representatives also have: - The opportunity to question the appointed auditor about the accounting records; and - The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com 5. This announcement is made by (e) Bruce Winton, Clerk	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be

	the responsible financial officer for the smaller authority
--	---

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 3-14 July 2023 for 2022/23 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and</i>
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	<i>Publication of Unaudited Annual Governance & Accountability Return.</i>
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Why are we here?

- Why do we choose to become a councillor?
 - We do so because we want to make our parish a better place to live
 - We do it because we believe we can make a difference
 - We do it because the parish council can provide great leisure facilities and services
 - We do it because we believe we can influence other authorities and organisations agendas for our area
 - We don't do it for money, fame or glory!
- We do that by
 - Ensuring good governance of our resources
 - Meeting our legal obligations
 - Continually trying to improve life for our residents
- Is that enough?
 - Or does there need to be more focus on what we do as a council?

Establishing the Need

- We learnt from the traffic consultation that if we do not establish a clear need in residents minds then the exercise will struggle to succeed
- Similarly, we need to be united as a Council that we want to have this focus
 - If we do not believe in this, then why would our residents?
- What follows are **suggestions and discussion** prompts about what we can do over the next four years
 - Much of it comprises goals or objectives we have already decided to do
 - It is to promote discussion about how we might achieve those objectives – they are not saying we must do all or indeed any of them
- To give a focus there are 5 suggested key headings as follows:

Establishing the Need

➤ **S** – Safer

- Making our parish a safe place to live in

➤ **H** – Healthier

- Making our parish a healthier place to live

➤ **I** – Interesting

- Making an interesting and exciting place to live

➤ **N** – Neighbourhoods

- One parish, many communities

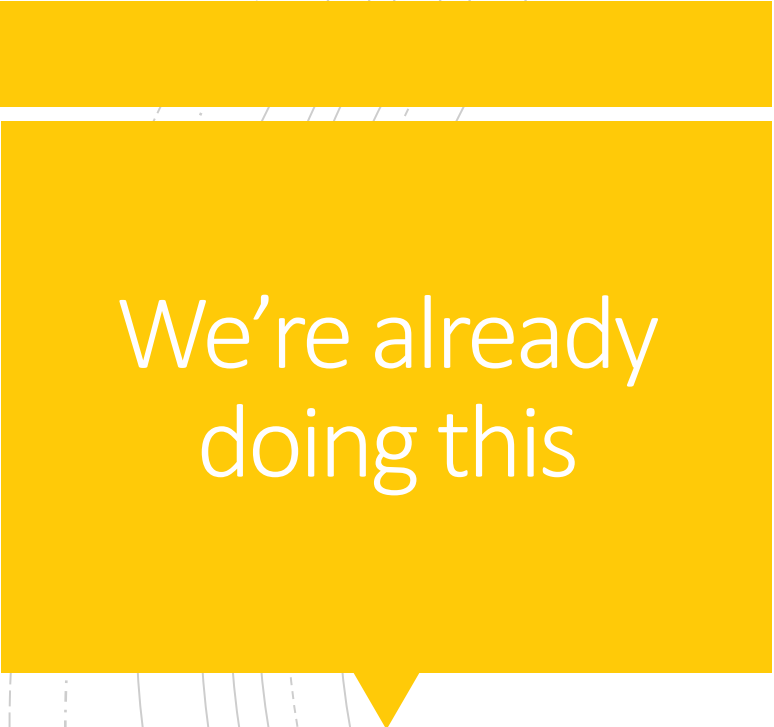
➤ **E** – Engaging with everyone

- Making our parish a place that is inclusive for all



Shine

- The choice of acronym is no accident
- It plays on the historic name for the parish
- Yet shines a light on an exciting future for
 - The parish
 - Its residents
 - Us as councillors and officers

A yellow speech bubble graphic with a tail pointing towards the bottom left. It contains the text 'We're already doing this' in white. The background of the slide features faint, curved, concentric lines in the top left and bottom right corners.

We're already
doing this

- We are already doing (or are planning to do) some of these main headings For example
- We have a detailed plan of action for traffic improvements
- We have plans for improvements to Millworth Lane
- We have created Arts, Culture & Events to give more focus to these areas within the parish
- We want to improve our presence north of the M4 and west of the A33
- We want to help tackle issues our young adults are facing

How can we help the parish Shine

- What follows is a suggestion for the type of things we could do as a parish
 - **They are only ideas for discussion and they are not set in stone until Full Council decides upon them**
 - **The intention is that the discussion at Full Council helps identify and develop the directions/actions we want to take as a council**
- Not all of them have to be done but if we choose to do something we should do so whole heartedly
- This would be a four-year plan
 - Not everything has to be done at once
 - But we cannot leave everything to the end
 - Small wins can help gain traction and buy in from residents if they see how we (and they) can make a difference
- This also has to be a meaningful document that is reflected in our meetings and our decisions and not something that will just sit on the shelf

Safer (1)

- **Anti-Social Behaviour**
 - Not just enforcement but also providing positive alternatives to ASB
 - We cannot tackle ASB on our own so how do we work with others to achieve this such as WBC, PCSOs and anyone else who can help make a difference?
- **Traffic**
 - Achieving the objectives of the traffic working party i.e.
 - Speed limit reductions
 - Traffic calming measures where necessary
 - Improved road crossings
 - Encouraging initiative for more walk to school/work?

Safer (2)

- Should we include a specific focus on disabled access?
 - Better lighting, no parking on pavements, clearing footpaths of obstructions etc can improve life for everyone
- CCTV
 - Do we want to use it?
 - Does it help or hinder?
- Fly-Tipping
 - How can SPC help WBC tackle the issue?

Safer (3)

- What can we do to promote respect for the parish, people's property, resident's peace and quiet etc. ?
- Raising Awareness of Safety issues e.g.
 - What can we do to help people stay safe?
 - How can we help residents to report issues?
- Can we help in providing training that benefits the community
 - E.g. When training our own staff offer spare spaces to others

Healthier (1)

- Do we want to be involved in promoting healthy activities and habits within the parish?
 - If so, what can we practically do as a council?
 - Do we promote just physical or also mental wellbeing?
- Do we want to promote walking to school and/or work?
- Do we want to enhance or change our Youth Club offer?
- Do we want to target our efforts on specific groups or areas?

Healthier (2)

- Do we want to use our Grant Scheme as a tool or mechanism?
 - E.g. focus one year on efforts to improve the health of residents
- Do we want to try and bring the Sports Clubs in the parish together more?
 - Collaborative efforts on promoting sport in the parish and not just cricket and football
 - Would tie in with plans for Millworth Lane
- Are there any direct actions we may want to take in support of this overall goal?

Interesting (1)

- How do we promote Arts, Culture & Events via the ACE committee and by other means?
- What do we want to promote? Options may include:
 - Art exhibitions
 - Public art
 - Craft activities
 - Local history
 - Film clubs
 - Choirs and music groups
 - Collaborations with WBC, Shinfield Players and others?
 - These are just ideas and members are welcome to put forward their own thoughts
- Do we want to target any specific groups?

Interesting (2)

- Do we want a programme of events involving the council?
 - Supporting some events – Spencers Wood Carnival, 10k run
 - Working with partners on others – Remembrance Sunday
 - Creating and running our own
- Do we want to help others with their events e.g.
 - Giving them channels to promote events and raise awareness
 - Providing advice and logistical support where we can

Neighbourhoods (1)

- Do we feel that we can do more to make people care about the parish, the council and what it means for them?
- Do residents feel the council is too Shinfield centric?
 - If so what can we do about that?
- Do we want to issue a New Residents Welcome pack?
 - Often our first interaction with a new resident is as an outpost for WBC e.g. issuing new bags
 - While collecting this they could get something from us welcoming them to the parish encouraging them to sign up for newsletter etc.

Engaging Everyone (1)

- Do we feel we need to make the council more relevant to residents?
 - If so, how do we achieve that?
- How do we (as members and officers) engage more with our residents?
- What can we do to make everyone in the parish feel included in parish life?
 - Are there national participation days that fit with our plans?
 - World Book Day could be promoted in conjunction with WBC library services
- Do we need to do anything different for any specific groups?
 - E.g. would forming a youth council help us address some of the other issues mentioned above?



Helping Shinfield Villages Shine

Borough Councillor Reports

Councillor Glover

Appointments to committees have been done:

I am on the Climate Emergency Overview and Scrutiny Committee, the Overview and Scrutiny Management Committee, and the Licensing and Appeals Committee; I'm a sub on the Community and Corporate Overview and Scrutiny Committee.

At the Overview and Scrutiny Management Committee last week we had a presentation from Thames Water about (mostly) prevention of sewage discharges into rivers. Also at the Lib Dem meeting we had a very interesting presentation by Paul Fishwick about Highways.

Residents' issues from last month:

Adoption of Oatlands Chase: I have written to Matthew Gould about this. There is nothing on the WBC website about it.

Kybes Lane: 5 June Gareth Wiseman advised that this was being investigated

Power cuts in 3MX: have now contacted SSE, who gave me an anodyne response. Contacted Ian Gough at WBC, who says they shouldn't be getting blackouts and suggests the resident should contact SSN.

Local school places: Yesterday I attended part of the CSO&S because of an item on failing schools but what I found more interesting was the item on School Sufficiency which touched on the site at the end of Fullbrook Avenue. This is being looked into, and I shall try to discover more and pressure when I can.

New Issues:

Shinfield Studios: I was invited to visit and I took Richard as well. All very interesting – we saw a New York Fire Department truck on a low loader, a lot of building site and a lot of big empty sheds. I remain to be convinced that Shinfield is going to be the new Hollywood. I remain sceptical about the claims of employment. Will it raise house prices even further? What is all the drainage they've put in doing to adjoining sites? The water has to go somewhere.

Climate emergency: a resident has asked whether WBC is aiming at 'net zero' or 'carbon neutral' by 2030. He's already put a question to the Executive, which will be asked next week, but thought he could get an answer quicker by asking me. He also pointed out that there is no representation from Shinfield Parish Council on the Climate Emergency Working Group (<https://wokingham.moderngov.co.uk/mgCommitteeDetails.aspx?ID=493>).

University of Reading: After failing to invite any Borough Councillors to the meeting about the Northern Pitches, etc, Molli Cleaver made contact with me as a new Councillor. They are supposed to be having a meeting 'with WBC' about it this month, but I haven't heard anything. She suggests I meet with Nigel Frankland.

Bin Collection Point problem in Beke Avenue: residents putting unacceptable stuff in blue bags, Veolia not taking them, spillages, bin collection point is right outside one of the houses: talked to Bloor Homes, not helpful so have contacted Chris Howard.

Hyde End Road speed cameras. It was brought to my attention (as if I hadn't noticed every time I drive past!) that neither of them were facing the correct way so I reported them (though there is nowhere specific on the WBC site). Nothing's happened yet. I spoke to Paul Fishwick who agreed that they should at least look as if they have working cameras in them and *might* catch someone, when the new speed limit comes into force!

Road repairs have been and are still being done to Hyde End Road.

Planning Application Number 221366 – 71 Cutbush Lane. This came to my attention as a result of my having attended the Planning and Highways meeting last week. The planning officer has apologised for the mistake that led to the 'wrong' neighbours being alerted about the planning application and hence the neighbours affected not being able to object. I consulted at both Director and Executive Member level and the consensus is that there is no way the planning application will be rescinded. Both affected residents have submitted formal complaints to WBC. Looking at the Ombudsman's website, they don't stand a chance even by going down that route.

Car racing on the A33: a lady who lives in Great Lea reported this ongoing nuisance to me – it's been happening (e.g.) the past four nights, on Sunday until 1:00, Monday from 20:30 to 23:30; it wakes her up/keeps her awake and she didn't know what to do. I phoned her back with details of how to report it to asb@wokingham.gov.uk and gave her the office number as well. Tried to get her to sign up to WBC newsletters, which was where I found out about the new **Public Spaces Protection Order**.

Councillor Gray

Councillor Johnson

Councillor Munro

- Main issue remains Beech Hill Road/Lambs Lane junction

Councillor Rance

Report by Jackie Rance Shinfield South BC 28th June 2023

5.5.23 Out of the blue, came an email (non reply to) from Wokingham Alliance Highways Ref 44700786 regarding a query made on resident's behalf re a Flashing Light in February! It was originally promised to be supplied for the other side of Oakbank School (to make 2 outside the school for safety). Apparently, WBC are still "waiting" for the sign company to return and install. Allegedly they were due to visit the site sometime in May 2023. A month later – still no sign of them or the sign!!!

8.5.23 Bank Holiday Monday visited elderly couple. He is 84 just out of hospital with a burst growth in his stomach. They found an abandoned car on their disabled parking bay. Very clean, valeted inside and out, locked up. They were very distressed. Had rung the Police/WBC, both of whom said “not our remit”. It’s on private land! This poor couple could not park their own car on their own parking space. I wrote in high dudgeon to WBC who did send someone out to have a look the very next day, saying ‘if nothing happened/or it was not claimed’ within a week, they would remove it. Actually, bizarrely, the offenders came and removed it a couple of days later.

I also wrote to Jason Hogg, Chief Constable who took *1 and a half weeks* to answer, informing me it is not their job, tell the couple to go online, do this, do that. I replied, and blow me, he responded *immediately* because he felt I was being unfair to him! Rather defensive. I copied in Matthew Barber, Police & Crime Commissioner.

As most people, I appreciate the hard work done by all police officers (my eldest grandson is a policeman). I/we understand all the problems, BUT unfortunately what they do is not good *enough* because there are car meets upsetting residents at Silchester Place, too many cars being abandoned, too many youths on Spencer’s Wood field causing swearing, riding mopeds up and down, too many idiots riding E.scooters. When I retorted back to the Chief Constable he said “Contact your Member of Parliament”!! Great! (and I did laugh to myself)

Over the past 2 years that I have been a BC, I have heard SPC councillors say ‘we must get the Chief Constable here to talk about this/that’. Sorry to say – don’t bother. I do not believe they will come or that they are bothered about Shinfield’s or anywhere’s ‘minor’ problems. We must remember – just go online!

11.4.23 Montgomery Drive. A resident there has me on speed dial! She is elderly and very bothered about a neighbour, who has no qualms about dumping rubbish all around his property. It’s a total eyesore. I reported it as I have done before. WBC did respond to me, but whether they have given the naughty neighbour short shift, I know not as **WBC has not reported back to me.**

12/15/18.5.23 A resident has persevered asking me about the gullies in Hyde End Lane. He has become frustrated that he has had little response to his queries. Or rather he was told “work had been done”. I went and took photos of all the gullies or drains as I call them. Sent the lot in, explained that the resident and I were a bit cheesed off with constantly reporting and nothing happened. Even given a number W2351940. I **Went out on to have another look on 15th. Gullies cleared by 18th.**

Same day drove up HEL to turn right into Ryeish, and my car wheels plopped into several horrendous potholes. **I went online!** Reported them. They were definitely 4 inches deep. **Haven’t heard a word.** Must go see.

16.5.23 Resident at Silchester Place (again) emailed. He and his husband are extremely depressed by the anti-social behaviour occurring. They have reported 3 specific instances and got reference numbers. Nothing happened. **They have initiated a Community Trigger with WBC and TVP.** This will take some time to come to fruition. Meanwhile their health and wellbeing is severely impacted.

20.5.23 Housing informed me there is a property available for a family I have been supporting for 18 month living in Hyde End Road. Mum, Dad 2 teenagers (boy and girl) and a toddler all in a 2 bed house which is falling apart and overcrowded. New property is at Langley Common Road with 3 beds. Family not happy because it is a few miles further out from Shinfield. They have now viewed the property and it is still not big enough for their needs, plus two wonky floors Lounge & dining room. A

definite leak from the immersion heater, and only space for a cooker and washing machine, but no plumbing and no space for a fridge (or dishwasher). They have refused and will not be offered anything else.

22.5.23 A Zipline broke at Croft Gardens Play park RG7 over a year ago which I reported. WBC said it was ordered. A year later, March 2023 I remembered and followed up. WBC said “Oh will deal”. I heard nothing. Wrote again on 20th May and disaster has struck! The Zipline Glider is still out of action; the swing chains have had excessive wear and are in poor condition; the circular bench has been damaged and needs replacing; the Bins have been missed and are overflowing; so apparently Croft Gardens is now a “Priority”. Hope they keep me posted rather than me chasing – but I will!

I feel it is appropriate to mention **the couple who have bought land at Hyde End Road**. I met them in March and learned the story. Briefly, they bought ‘**Land**’ at Hyde End Road. The idea was to build an eco-friendly house/garden. Unbeknown to them, two people put a TPO on the property and so began their nightmare. As soon as that TPO went on they were met with ‘resistance’ from WBC to every move they hoped to make. They have become stressed out, not sleeping, some health issues now, worrying day and night. They have spent **over £255,000**.

The whole thing is simple. Had that TPO not been put on, they would have begun their plans and applied to WBC in the normal way. **If they had met obstacles along the way, they were prepared for that and would have strived to overcome them in a considered fashion and lawfully.**

But the TPO **was** put on and that has effectively influenced their every move. **HM Land Registry refer to it as Land. The Seller referred to it as Land. Every sale and legal document referred to it as Land. WBC have arbitrarily referred to it as Woodland**, and this bring further huge problems.

Anyone facing the loss of a quarter of a million pounds, the loss of a dream eco home, the sadness of their young daughter and their own hopes and aspirations would be devastated, overwhelmed with grief and shock and shattered. **The lady distraught and emotional** said out loud **once** that “as our plans for the land have been utterly thwarted (by two nasty individuals and an institution) we might as well sell it on to first bidders or travellers”! This was **absolutely not meant as a threat to the public or anyone**, it was said out of sheer **emotional collapse, disappointment, profound loss and shock at the money** wasted, and rather a lot of humiliation.

22.5.23 Good news. A single mother with a boy and a girl who needed separate bedroom, but was in an overcrowded flat at Clements Close, have been moved to a new build in Arborfield. The mother is ‘over the moon’. It is a peaceful and quiet and they are coming out of their depressed doldrums. She thanked me for help and support I gave her.

23.5.23 Good news again – when canvassing some months ago, I came across the problems of a householder who has put up a closed fence on a Right of Way footpath in Leyland Gardens. This has been ongoing for some 2/3 years apparently. However, I ‘chased it up’ and been informed by Legal at WBC, that an Order will be made to add the footpath to the Definitive Map and Statement though actually when remains unknown.

Mr. Grimes asked me at 2 full SPC meeting about Budgets. Are there any budgets allocated to officers to visit in person the Councillors of SPC, on request about important matters? I prevaricated (unlike me) and was not sure whether I should or should not ask this question, or in fact who to ask and anyway through the election period WBC were not entertaining any questions! However, after the last meeting I took the bull by the horns, found out and asked.

I was responded to immediately and handed over to an someone else who asked me the name of the officer concerned. I did not know. I asked SPC and reported back adding that we/SPC and I 'were not out to cause ill feeling with this query', but this is important and needs sorting (or words to that effect).

2/6/23 I had a reply from Giorgio Framallicco, Director Place & Growth who informed that with the help of Head of Strategic Housing they took a look at the concerns and she met with Cllr Laurence James and Bruce Winton, assuring them that it is not the case that officers don't have a budget to travel to parish council meetings. Messrs James and Winton were raising their frustrations at not being able to get officers out and in some cases officers do not respond at all.

Apparently, the lady who initially said there was no budget, was new to the council and she had been advised to 'settle in' first before attending any meetings. Mr. Framallicco said SPC may ask the officer to attend one of the newly established Arts, Culture & Events meetings.

He also said that as the new Director he felt he should say how important it is to have positive and communicative arrangements between the Borough and Parishes and hoped to support efforts to maintain and, where necessary, improve those arrangements.

26.3.23 I was asked by a resident of Aphelion Way to come and stroll around the area with her. She has lived there for over 20 years, and is a champion of the area, and is also a member of Shinfield NAG. There are lots of things that need attention.

The RAF Memorial on the grounds of a pivotal Second World War RAF Training Centre has been raised from the ground onto a large plinth, and is in the middle of totally overgrown grass, dead bushes, and wilting wildflowers. There is to be a ceremony very soon, and the area needs attention as befitting the reason for the ceremony. I did get a response from Cleaner and Greener and the area around the RAF memorial was cleared. Everyone happy.

The magnificent oak tree which has been standing since the reign of King Henry VIII can 'hardly' be seen because the grass has grown so high. The whole field should be surrounded by a short wooden fence, but most of it is broken down or missing. I have contacted WBC. No response as yet.

And the piece de resistance. WBC had commissioned Highways to lay double yellow lines around the roundabout at Aphelion/Zenith/Rossby. A Thames Water van was on one arc. Instead of knocking on a couple of doors to ask TW to remove the van whilst the painting was going on, they did not, and just painted 3 arcs. Now any vehicle can park on the 4th arc until it is sorted. I contacted WBC actually by email (not online) and they have escalated it, but added on their reply, that I MUST go online when reporting things of this sort.

29.5.23 I met a resident living in Millworth Lane. I sat with him for one hour 40 minutes, longer than I usually give, but he was clearly disturbed and unhappy. He had been homeless for some years but had managed to get on the Council's housing list, and because he had lived in a very chaotic area in Woodley, has been transferred here to a newly painted apartment. He had lots of gripes, but I truly believe they were in his imagination mostly. I commiserated and gave him 'some soft emotional strokes' before managing to leave (I was slightly worried and uneasy being a lone woman) promising I would contact WBC Housing for him, which I did. He is known to them.

Another lady in Wychelm has had damp and mould and badly fitting windows and doors issues in her rented accommodation for some years and unfortunately the council has not addressed these

sufficiently, regularly or properly. She and her husband suffer from anxiety and depression, exacerbated by the state of her home. I chatted with her, took details and have contacted WBC. Action is now in the pipeline.

At the end of May, I was messaged about a play park at Deer Leap where a screw was protruding on a slide. Any child could get injured. As we are told to do I 'went online' but there were no headings matching the query, so I emailed WBC Plays and Parks' chap. **No reply for a week** until 5th June and he said this is all 'still with the developer'. He would report to Planning who would contact developers!!

I think this is proof that we should have "follow ups" after either emailing or 'going online', because no one informed me the screw had been fixed. I had contacted Bruce and he kindly sent John W there, who returned saying there was NO screw sticking out, and we had a to and fro about had I got the wrong park etc. It has all been mended and no one told us, so Bruce and John and I were running around like the proverbial blue-.....fly! Thanks Bruce for your prompt attention.

During the election period, I came face to face with one gentleman who I had never met before. He angrily told me 'I think you and your party are evil'. I will do everything in my power to stop you'! I stepped away a bit unsettled.

However, an elderly couple I have recently helped have sent me another email (moaning properly about the allotments and the mess at Hayes Drive which I have followed up by speaking with SPC and Ray Barry at WBC – there are two items needing sorting ie sheds need realigned and water taps) but thanking me most profusely for my kindness. And I don't think this couple actually vote for me! Two very contrasting residents!

Spotted several bags of rubbish fly-tipped both in Shinfield and Earley which I have reported – online! And got a phone call from ASB within 2 minutes asking what was in the bags. I didn't know. I spotted them when driving.

Splendid news: the B3270 Whitley Wood Lane from Shinfield Park has been given new tarmacking. Driving along there is now a dream.

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 7th June 2023
At School Green Centre commencing at 19.30

Present: Cllrs Boyer, Clarke (Chair), Masseron, Peer and Tatla

Attending: S Herring (Deputy Clerk) and P Gudge (Facilities Manager)

23/FC/1 Election of Chair of the Facilities Committee

1.1 Cllrs James and Peer nominated Cllr Clarke for the position of Chair of the Facilities Committee for 2023/24

1.2 Cllr Clarke was elected as Chair of the Facilities Committee

Proposed: Cllr Peer

Seconded: Cllr Tatla

Approved: Unanimously

1.3 Cllr Clarke accepted the office of Chair of the Facilities Committee and duly signed an acceptance of office, witnessed by the Clerk on 7th June 2023

19:35 Cllr Peer left the meeting

23/FC/2 Election of Vice-Chair of the Facilities Committee for 2023/2024

2.1 No nominations had been received

ACTION – To elect a Vice-Chair of the Facilities Committee for 2023/24 at the meeting on 5th July 2023

23/FC/3 Terms of Reference

3.2 Members approved the Terms of Reference for the Facilities Committee for 2023/2024 as presented

Proposed: Cllr Tatla

Seconded: Cllr Masseron

Approved: Unanimously

23/FC/4

Public Questions

- 4.1 There were no public questions

23/FC/5

Apologies and declarations of Members' Interest

- 5.1 There were apologies for absence from Cllrs Jahromi and James
- 5.2 There were no declarations of members' interests

23/FC/6

Minutes of the Previous Meeting

- 6.1 The former Recreation and Amenities Committee had been replaced by the Facilities Committee and the Arts, Culture and Amenities Committee. The minutes of the final meeting of the Recreation and Amenities committee meeting of 5th April 2023 were approved as a correct record and signed as such by Cllr Clarke as the previous Chair of that Committee

Proposed: Cllr Tatla

Seconded: Cllr Masseron

Approved: Unanimously

- 6.2 The following matters arising from the Recreation and Amenities Committee that were relevant to the newly formed Facilities Committee were covered:

- 23/RA/60.2 Clerk to follow up with member of the public regarding feeding the birds at Deardon Orchard

This had not yet been done.

ACTION – The Clerk to follow up with member of the public

- 23/RA/65.1 Facilities Manager to obtain planning permission for toilets at Millworth Lane

This was on the agenda

- 23/RA/65.2 Cllr Clarke to arrange a meeting of the Sports Working Party

This had been done

- 23/RA/65.3 Clerk to develop a plan for discussion at the Sports Working Party

This had been done

23/RA/66.1 Clerk to add the Lease for Manor Ground to the agenda of the next Full Council Meeting

This will be on the Agenda for the meeting on 28th June 2023

23/RA/67.1 Clerk to inform the UoR that the perimeter fence to the site at High Copse had blown down

This had been done

23/RA/69.2 Facilities Manager to obtain quotes for the remedial work on the fruit trees at Deardon Orchard

This was on the agenda

23/RA/71.2 Facilities Manager to report to the next meeting on the number and position of additional notice boards

This was on the agenda

23/RA/71.3 Facilities manager to arrange for the display to be made and erected of the Parish Timeline and List of Council Chairmen

This was on the agenda

23/RA/71.5 Clerk to apply to WBC for signage to the School Green Centre and the Manor Ground

This had been done.

23/RA/72.1 Clerk to complete the contract with Chapel Lane Pre-School

The Facilities Manager reported that he was still waiting for this

23/RA/72.2 Clerk to draft a policy before responding to the resident regarding a memorial tree at the Spencers Wood Recreation Ground

This was on the agenda

23/RA/73.1 Clerk to draft Terms of Reference for the Facilities Committee and the Arts, Culture and Events Committee

This is on the agenda

23/FC/7

Works Update

- 7.1 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 MUGA was being well used

- 7.2 Verbal report on the provision of enabling works for access to the Spencers Wood MUGA

The Facilities Manager reported that the enabling works would commence on Monday, 12th June by a local company and it was anticipated that the work would take approximately four days. This would ensure that the MUGA was accessible by a path during any weather conditions.

23/FC/8

Community Services

- 8.1 Verbal report on the Community Services

No report was available at this time. It was agreed that this item be removed from future agendas.

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

The Deputy Clerk reported that the Pavilion Youth Club leader now had a laptop and email address and would provide regular updates on the Pavilion Youth Club. The Youth Club had not met during half term due to lack of support workers.

Cllr Tatla reported that from the 19th June the Shinfield North Youth Club would be operating out of St Barnabas Hall and believed that Mark Sandringham would still be involved with this group. Cllr Tatla would clarify this at her imminent visit to the hall.

Cllr Tatla would not be continuing her links with the Youth Clubs due to other council commitments. Cllr Montgomery would act as the contact with the Shinfield North Youth Club.

ACTION –

- Cllr Tatla to establish whether Mark Sandringham was still involved with the Shinfield North Youth Club
- 'Youth Clubs' would transfer to the Arts, Culture and Events Committee agenda for future meetings

Millworth Lane

9.1 Toilets for Millworth Lane

The Facilities Manager reported that an outline of the planning application would be ready within approximately two weeks. Nigel Frankland from the UoR had no issues.

9.2 Verbal report from the Sports Working Party

Cllr Clarke explained the outline plan for proposed sports provision at Millworth Lane. This would include a running track, climbing wall, fitness provision, basketball and netball courts, tennis court, padel tennis courts, and trim trails. Members accepted the proposed provisions as per the plan.

Proposed: Cllr Masseron

Seconded: Cllr Tatla

Approved: Unanimously

Cllr Clarke reported that the football clubs anticipated 2,500 participants and would require more pitches as well as a 3G pitch. Although two had been identified for Hyde End Lane, this was not an ideal position due to a narrow lane and limited parking. The Clerk had written to Wokingham Borough Council (WBC) to try and change the planning to a Pump Track on this site. Need was identified for a rugby pitch, two football pitches and cricket pitch that could be sited at Highcopse.

The Clerk had written to WBC to see if a 3G pitch could be on the site adjacent to the MereOak park and ride but had not yet had a response.

9.3 **Fitness Training at Millworth Lane**

The second fitness training provider withdrew their proposals. Members therefore agreed to progress with the first company that had previously presented to the Recreation and Amenities Committee.

Proposed: Cllr Masseron

Seconded: Cllr Tatla

Approved: Unanimously

ACTION – Clerk to inform the sports training provider of the decision of the committee

23/FC/10**Allotments**

10.1 Orchard Rise

The Facilities Manager reported that the lease was with Taylor Wimpey (TW) solicitors. WBC had inspected the drainage and TW had cleaned it. Manure had been delivered and would be mixed into the soil. The allotment holders are lined up and ready to take over the plots.

10.2 Allotment Appeal

The Facilities Manager wished to thank the Councillors who had assisted with a recent allotment appeal.

23/FC/11**School Green Centre**

11.1 Timeline displaying the history of the parish and names of former Chairs of the Parish Council

The Timeline had been made and was now displayed in the corridor on approach to the Pound Green Room. The Facilities Manager reported that the sign was designed so future significant additions could be included. Members expressed their appreciation of the work done to complete the Timeline.

11.2 School Green sign

The Facilities Manager reported that the sign was being made and the deposit had been paid.

23/FC/12**Spencers Wood Pavilion and Recreation Ground**

12.1 Chapel Lane Pre-School

The Facilities Manager reported that the Clerk was still waiting for the contract and would chase them up.

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

12.2 Memorial Tree at Spencers Wood Recreation Ground

The Clerk would respond to the request based on the proposed policy for Memorial Benches Policy

ACTION – Clerk to respond to the request

23/FC/13**Manor Ground****13.1 Manor Ground Pavilion**

The Facilities Manager reported that everything was going well and he was currently investigating cleaning support. It was stressed that any designed faults should be recorded so these are considered when the pavilion at High Copse is built.

ACTION – Clerk to send the lease to members for comment with a specific time of seven days to respond

23/FC/14**Parish Wide Items****14.1 Picnic tables at Deardon Field**

The Facilities Manager was in the process of obtaining quotes.

14.2 Fruit Trees at Deardon Orchard

The Facilities Manager had circulated a report from Tree Solutions assessing the condition of the fruit trees and had now received a quote for remedial work. The report states that the trees were not in as bad a condition as originally reported. Tree Solutions would work with the 'volunteers' to assist with the long term maintenance at certain points in the year.

ACTION – Facilities Manager to contact Ian Young, as the lead contact for the volunteer group, and arrange a suitable date for work to take place

14.3 Community Notice Boards

The Facilities Manager reported that it was not felt necessary to purchase additional notice boards. He had circulated a plan showing the current position of existing notice boards and it was felt unnecessary for the one positioned near the roundabout of Hyde End Lane / Hollow Lane / Arborfield Road junction as it was very close the one positioned at the front of the School Green Centre.

Members requested the numbers of those who had signed up for the electronic newsletter to be in a better position to assess the situation.

ACTION – Clerk to obtain numbers of people signed up to the electronic newsletter

14.4 School Green Working Party

Nothing further to report

14.5 Memorial Benches

Members approved the policy for Memorial Benches

Proposed: Cllr Tatla

Seconded: Cllr Masseron

Approved: Unanimously

14.6 High Copse Pavilion

Cllr Clarke reported that a meeting would be taking place soon. Design issues raised from the Manor Pavilion would be taken into consideration in the planning.

23/FC/15

Ryeish Green Pavilion

15.1 Marketing of Ryeish Green Pavilion

The Clerk was still awaiting a response from the marketing company

23/FC/16

Date of Next Meeting

16.1 The next meeting to be held on Wednesday, 5th July.

The meeting ended at 20:41

List of Actions

S3/FC/2.1	To elect a Vice-Chair of the Facilities Committee for 2023/24 at the meeting on 5 th July 2023	Councillors
23/FC/6		
23/RA/60.2	Clerk to follow up a request to feed the birds at Deardon Field	Clerk
23/FC/8.2	Cllr Tatla to establish whether Mark Sandringham was still involved with the Shinfield North Youth Club	Cllr Tatla
23/FC/8.2	Clerk to transfer item 'Youth Clubs' to the Arts, Culture and Events Committee agenda for future meetings	Clerk
23/FC/9.3	Clerk to inform the sports training provider of the decision of the committee	Clerk
23/FC/12.1	Clerk to follow up the contract with Chapel Lane Pre-School	Clerk
23/FC/12.2	Clerk to respond to the request for a memorial tree	Clerk
23/FC/13.1	Clerk to send the lease for Manor Ground Pavilion to members for comment with a specific time of seven days to respond	Clerk
23/FC/14.2	Facilities Manager to contact Ian Young, as the lead contact for the volunteer group, and arrange a suitable date for work to take place on the trees at Deardon Orchard	Facilities Manager
23/FC/14.3	Clerk to obtain numbers of people signed up to the electronic newsletter and to report back to the committee	Clerk

Minutes of a meeting of
The Arts, Culture and Events Committee
Held on Thursday 8th June 2023
At School Green Centre commencing at 19.30

Present: Cllrs I Clarke, P Jahromi, L James, M Jones, N Masseron, I Montgomery & R Tatla

Attending: Cllr Grimes, B Winton (Clerk) and S Herring (Deputy Clerk)
3 members of the public

23/ACE/1 Election of Chair of the Arts Culture and Events Committee

- 1.1 Cllr Tatla was proposed and elected as Chair of the Arts Culture and Events Committee for 2023/24

*Proposed: Cllr James
Seconded: Cllr Masseron
Approved: Unanimously*

- 1.3 Cllr Tatla accepted the office of Chair of the Arts Culture and Events Committee and duly signed an acceptance of office, witnessed by the Clerk on 8th June 2023

23/ACE/2 Election of Vice-Chair of the Arts Culture and Events Committee for 2023/2024

- 2.1 Cllr Jahromi was proposed and elected as Vice-Chair of the Arts Culture and Events Committee

*Proposed: Cllr Masseron
Seconded: Cllr Montgomery
Approved: Unanimously*

- 2.2 Cllr Jahromi accepted the office of Vice-Chair of the Arts Culture and Events Committee and duly signed an acceptance of office, witnessed by the Clerk on 8th June 2023

23/ACE/3

Terms of Reference

- 3.1 Members approved the Terms of Reference for the Arts Culture and Events Committee for 2023/2024 as presented

Proposed: Cllr Jahromi

Seconded: Cllr Montgomery

Approved: Unanimously

- 3.2 Cllr Masseron asked if there were any specific budgets for this committee. The Clerk advised that there was no specific budget in the current financial year. Cllr James advised that there was a reserve of £11,000 for Youth Activities which could be used, and any other funding requirement could be requested to Full Council. There would be specific budget provision in 2024/25.

23/ACE/4

Public Questions

- 4.1 There were no public questions.

23/ACE/5

Apologies and declarations of Members' Interest

- 5.1 There were apologies for absence from Cllr Clarke
- 5.2 There were no declarations of members' interests

23/ACE/6

Events Calendar

- 6.1 There was a discussion on potential items for inclusion in an overall events calendar for the parish. It was envisaged that it would take time to establish a full calendar and that achieving this would be via a mix of
- SPC directly organised events
 - Partnerships
 - SPC financial support for other organisers
 - Events run by third parties
 - Full List attached
- Members were asked to submit any further ideas they may have to the Clerk.

ACTION – Members to submit ideas to the Clerk for collation

- 6.2 It was agreed that the next meeting would be used to identify which specific events should be developed for the first year of the plan
- 6.3 There was general support for an “umbrella” brand of Made in Shinfield to be used to promote local talent and crafts.
- 6.4 Links could also be established with the national museums in the parish

23/ACE/7**Developing Arts & Culture in the parish**

- 7.1 It was suggested that Nicola Peacock from Wokingham Borough Council be invited to attend a future meeting of the committee.

ACTION – Clerk to invite Nicola Peacock to a future meeting

- 7.2 Cllr Grimes suggested that we also look to establishing links with Reading based organisations

23/ACE/8**Correspondence**

8.1 **Wokingham Arts and Culture Forum**

It was agreed that Cllr Masseron and the Clerk would attend the Networking Event on 6th July at the Oakwood Centre

ACTION – Clerk to accept the invitation

23/ACE/9**Date of Next Meeting**

- 9.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 6th July 2023 at 19:30

The meeting ended at 20.45

List of Actions

23/ACE/6.1	Members to submit ideas for future events to the Clerk in advance of the next meeting	Members
23/ACE/7.1	Clerk to invite Nicola Peacock from WBC to attend a future meeting	Clerk
23/ACE/8.1	Clerk to accept Wokingham Arts & Culture Forum Networking invite (to include Cllr Masseron)	Clerk

ACE Committee - Potential Events Discussion - June 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Feb Half-Term		3											
Easter			3	3									
Annual Litter Pick			1	1									Moved to Easter holidays for 2023 and got good attendance
Annual Parish Meeting				1	1								"Spare" week in meeting schedule
Shinfield 10k					2								Established and SPC involvement is minimal
Revive May Day Fair					3								
Village Green Funfair					1								Established and SPC involvement is minimal
May Half-Term					3								
School Holidays							3	3					
Spencers Wood Carnival									2				Hopefully will be revived in 2023
Oct Half-Term										3			
Remembrance Sunday											1		Established and SPC involvement is minimal
Christmas												3	
New Year												3	

Possible Ideas

Allotment competition
 Annual Charity event
 Art exhibition
 Art workshops (e.g. Paint & Prosecco)
 Celebration of volunteering
 Christmas Market
 Community Choir
 Film festival
 Food/Farmers Markets
 Gardens competition
 Grazeley event
 Literary Festival
 Local craft fair
 Music recitals
 Music teaching sessions
 Photographic competition
 Picnic in the park
 Shinfield Carnival
 Shinfield North event
 Sleep Out
 Street Art/Installations
 Youth concerts

1	Already being done by SPC
2	Already being done by someone else
3	Potential spaces in calendar for events

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 14th June 2023
At School Green Centre commencing at 19.30

Present: Cllrs Boyer, Grimes, Lias, Masseron, Peer (Chair) & Tatla

Attending: Bruce Winton (Clerk), Sally Herring (Deputy Clerk)
4 members of the public

23/PC/55 Election of Chair of the Planning and Highways Committee for 2023/24

55.1 Cllrs Boyer, Grimes, James and Tatla nominated Cllr Peer as Chair of the Planning and Highways Committee for 2023/24

55.2 Cllr Peer was elected as Chair of the Planning and Highways Committee

Proposed: Cllr Grimes
Seconded: Cllr Boyer
Approved: Unanimously

55.3 Cllr Peer accepted the office of Chair of the Planning and Highways Committee and duly signed an acceptance of office, witnessed by the Clerk on 14th June 2023

23/PC/56 Election of Vice-Chair of the Planning and Highways Committee for 2023/2024

56.1 Cllr Masseron offered to serve as Vice-Chair of the Planning and Highways Committee for 2023/24

56.2 Cllr Masseron was elected as Vice-Chair of the Planning and Highways Committee

Proposed: Cllr Boyer
Seconded: Cllr Grimes
Approved: Unanimously

56.3 Cllr Masseron accepted the office of Vice-Chair of the Planning and Highways Committee and duly signed an acceptance of office, witnessed by the Clerk on 7th June 2023

23/PC/57

Terms of Reference

- 57.1 Members approved the Terms of Reference for the Planning and Highways Committee for 2023/2024 as presented

Proposed: Cllr Tatla

Seconded: Cllr Grimes

Approved: Unanimously

23/PC/58

Public Questions

- 58.1 A member of the public enquired about the double yellow lines at the junction of Basingstoke Road and Three Mile Cross. Members explained that all due process for Traffic Regulation Orders (TROs) had taken place by Wokingham Borough Council (WBC). WBC had not communicated any change to the major project work scheduled for this junction.

ACTION – Clerk to send TRO to member of the public

- 58.2 A member of the public enquired as to how a resident could create a project in the parish funded from WBC CIL money. Members explained that the Infrastructure Development Plan (IDP) specifies how CIL money was raised and the 123 List sets out how to spend the money and is a legally controlled system. The question was prompted by the requirement of a footpath alongside Dobbies Garden Centre, Hyde End Road and Hyde End Lane. Dobbies had paid S106 money for new bridleway works – planning application 212717.

ACTION – Clerk to write to the Executive Member at WBC to enquire when the 123 list is next updated

- 58.3 A member of the public enquired about the proposed new primary school in Ryeish Green that was identified as CIL/S106 expenditure. Members explained that this was still in the plan and the land would be used for education purposes. WBC were considering whether the expansion of Aldergrove Primary School would take place ahead of a new school built on this site. It was confirmed that the Ministry of Defence (MOD) was aware of the plan so there were no issues with it being within the Designated Emergency Planning Zone (DEPZ).

Additionally, there was more of a concern over post 16 education within the parish and the costs to parents for travel to schools outside of the parish, particularly in light of the recently published WBC consultation on home to school transport and travel assistance services.

- 58.4 The Chair agreed to agenda item “11.1 Wokingham Borough Council S106 and CIL funds” to be discussed at this point in the meeting as it was relevant to the public questions.

The Clerk had tabled details extracted from the WBC Infrastructure Funding Statements for the years 2019/20, 2020/21 and 2021/22 giving a comparison of monies received and spent from CIL and S106 and where possible identifying those relating to SPC. This appeared to show a significant imbalance in the figures between the lack of funding allocated to projects in Shinfield Parish and other parishes within WBC. It was suggested that all the Clerks should meet and discuss this and other matters in relation to WBC responses.

ACTION – Clerk to add to the Full Council agenda and to discuss with other parish clerks

- 58.5 A member of the public expressed concerns over planning application number 221366. This property was directly behind their property and WBC had not sent details of the planning application to the correct houses in the street, therefore, they were unaware of the application until building work had started. They had written to WBC expressing their concerns over the loft conversion that would severely affect the privacy of their garden but the response had not been helpful. Whilst members understood his concerns, and had previously responded to the planning application with concerns about privacy to neighbours, there was nothing further they could do. They advised the member of the public to submit a formal complaint to WBC and the Ombudsman and if possible involve a solicitor.

ACTION – BCllr Glover agreed to assist the member of the public in communicating with WBC

3 members of the public left the meeting

23/PC/59

Apologies and declarations of Members' Interest

- 59.1 There were no apologies for absence
- 59.2 There were no declarations of members' interests.
- 59.3 It was agreed that Cllr James would re-join the Committee

23/PC/60

Minutes of the Previous Meeting

- 60.1 The minutes of the committee meeting of 11th May 2023 were approved, subject to an amendment at 50.1a “SPC money not to be spent on footpath 20 as part of this upgrade”, and signed as such by Cllr Peer

Proposed: Cllr Masseron
Seconded: Cllr Lias
Approved: Unanimously

60.2 **Actions and Matters Arising**

- 23/PC/39.2 The Clerk to progress a risk assessment of the streetlights against the criteria set by WBC

The Clerk advised that he had conducted the first set of site surveys to physically check specific lamps against the hazard checklist provided by WBC. He was taking the areas in the street lamp list block by block and assessing a sample of lights felt to be representative of the area. So far none of the street lamps triggered any of the areas of concern highlighted by the WBC checklist.

ACTION – Clerk to complete assessment of streetlamps and report back to the committee

- 23/PC/49.3 Cllr Emmet to give details to the Clerk regarding a demolished wall/footings in Shipbridge Drive

Cllr Emmet had provided the information to the Clerk who had established this was covered by Planning Application 221402 and had advised Cllr Emmet accordingly.

- 23/PC/50.1c Clerk to investigate the repositioning of the notice board at the end of the footpath leading onto Hyde End Lane

The Clerk advised that the issue was illustrated on Cllr Masseron's footpath report (P4 bottom right image). Since the new fence had been installed the original noticeboard and a pole were now approx. 50cm from the new fence line. As an interim measure the Facilities Manager had added reflective tape to minimise the chance of accidents in the dark.

- 23/PC/50.1e Clerk to determine who owns the land at the side of Footpath 17

This was also covered by Cllr Masseron's footpath report. The land was owned by the University of Reading.

- 23/PC/51.1 Clerk to write to the Executive Member of finance at WBC to request a report identifying where CIL money had been spent in SPC

The Clerk had not followed this up as yet. The matter was also on the agenda at Item 11.1 and raised under 'Public Questions'.

- 23/PC/53.2 Clerk to investigate the builder's rubble that had been deposited on the cycleway near the M4

The Clerk apologised but he had not been able to get any update on this issue. He will expedite his enquiries.

ACTION – Clerk to investigate the builder's rubble that had been deposited on the cycleway near the M4

- 23/PC/53.3 Clerk to arrange to meet with the new manager of the Ryeish Green Sports Hub

The Clerk reported that he had met with the new manager of the Ryeish Green Sports Hub. Amongst matters discussed he had made her aware of the issues with parking on Hyde End Lane, in particular at the weekends. The Clerk had asked the Sports Hub manager if a larger time gap could be left between bookings for the 3G pitch to try and reduce some of the impact.

23/PC/61

Schedule of Deposited Plans

- 61.1 PA 231106 16 Moor Close Spencers Wood – Conversion of garage to create living space

This was discussed as there was a concern that this could be used to create sub-standard accommodation if sewerage were permitted

- 61.2 PA 231249 28 Grazeley Road Spencers Wood Retrospective planning application for Garden Annexe

There was a similar concern regarding this application

- 61.3 PA231229 Land adjacent to 176 Hyde End Road

As the issue has been discussed in committee previously the Clerk felt that members would also wish to consider this new application.

Members requested the Clerk to make the following comments –

'If the application is acceptable to WBC, SPC recommended that

- the two trees should be replaced;
- no vehicles, caravans or storage to be kept on the land overnight;
- there is an agreement in place for the ongoing maintenance of the trees.

ACTION – Clerk to respond to the planning application

23/PC/62

Appeals

- 62.1 The Clerk advised that the only change from the previous report was that APP/X0360/W/22/3311543 previously Status 2 (In progress) had been decided in favour of the appellant and now showed as Status 4. The change of use of land to residential and the erection of a detached building was now permitted. The original PA was 222478

23/PC/63

Enforcement Notices

- 63.1 Closed Enforcement Notices
Members noted the contents of the report
- 63.2 Live Enforcement Notices
Members noted the contents of the report

23/PC/64

Highways, Street Lighting and Footpath Matters

- 64.1 Cllr Masseron had previously circulated a footpath report and members thanked her for a comprehensive report.

The main points were:-

- Footpath 22A – the stile had been repaired
- Footpath 17 – the University of Reading (UoR) had agreed to remove the barbed wire fence between the footpath and Deardon Field. Filled footpath to be installed between the footpath and the gate to the left.
- Footpath 20 – A list of suggested works for the Southern end had been submitted that retained the character and biodiversity of the footpath. WBC would be scraping off some of the mud in the middle section and a request had been made for a more permanent solution.
- Footpath 15 – the section from the tennis courts to the new cycleway will be resurfaced by the UoR
- SANG footpaths – these will be resurfaced where necessary and raised slightly to increase accessibility during the wet season
- Kissing gates and latch gates – underlying areas to be filled and raised to prevent mud baths
- Filled Footpath from Footpath 16 – 13
- Arborfield Road Cycleway expected to be open July 2023
- The Shinfield Footpath and Cycle Group were meeting regularly to assess the condition of the footpaths and cycle ways and would identify any potential improvements

23/PC/65

Wokingham Borough Council S106 and CIL funds

- 65.1 This item had been previously discussed under Item 23/PC/58.4 'Public Questions'

23/PC/66

Spencers Wood Solar Farm Community Fund

- 66.1 The Clerk advised that he was still awaiting the necessary papers from the company to access the community fund

ACTION – Clerk to follow up with the company

- 66.2 It was identified that there may be the potential to obtain money from a community fund from the solar farm in the adjacent field to the proposed Spencers Wood Solar Farm. The Clerk would make enquires with Swallowfield Parish Council.

ACTION – Clerk to investigate

23/PC/67

Correspondence

- 67.1 Application for a Goods Vehicles Operators Licence.

Cllr Lias recommended that

- No vehicles exiting the site may turn right towards the Basingstoke Road.
- No vehicles should travel to the site from the direction of Basingstoke Road.
- If practical it should provide that NO LST (Longer Semi-Trailer) HGV's should be routed to the site

The Clerk advised that the council did not have a statutory right to comment on the application but he could make a representation to WBC to this effect.

ACTION – Clerk to make representation to WBC via the Borough Councillors

- 67.2 Sewerage Issue outside Lawrence Denne on Basingstoke Road

Cllr Lias reported that residents were unhappy about the need for numerous tankers pumping out sewage in this area. There were also problems with surface water. It was recognised that Taylor Wimpey (TW) had expressed concerns over the capacity of the drains, but the site was still approved.

There were also problems of this nature around Croft Gardens at Spencers Wood and Shipridge at Three Mile Cross.

Members felt it appropriate to monitor the situation by keeping a register of any reported issues of this nature or other nuisance to residents. Residents could be informed via the SPC newsletter to report incidents.

ACTION – Clerk to set up a register for recording issues with sewage in the parish and inform WBC when appropriate

67.3 Roadworks Church Lane/Basingstoke Road junction

Cllr Lias was investigating the current status of this work and would report back

ACTION – Cllr Lias to report to the committee on the current status of the roadworks on Church Lane/Basingstoke Road junction

67.4 Local Record of Flora and Fauna

Cllr Lias proposed that we investigate creating a local record of flora and fauna to lay the baseline for future development applications taking into account future Net Bio-diversity Gain requirements.

The Clerk had undertaken some initial research and there were already schemes available that may offer a route towards this.

The National Biodiversity Network (NBN) has members including the Environment Agency, Natural England, Wildlife Trusts and RSPB. Through their website they point interested parties to sites for recording their local area but each route is brought together into a National recording Scheme and can be viewed via the NBN atlas

It was agreed to discuss further at the next committee meeting.

ACTION – Deputy Clerk to add to agenda for July meeting

1 member of the public left the meeting

23/PC/68

Date of the next meeting

68.1

The date of the next meeting will be on Wednesday, 12th July 2023

The meeting ended at 21:44

List of Actions

23/PC/58.1	Clerk to send Traffic Regulation Orders (TROs) to member of the public	Clerk
23/PC/58.2	Clerk to write to the Executive member at WBC to enquire when the 123 list will be updated	Clerk
23/PC/58.4	Clerk to add to the Full Council agenda the analysis of CIL and S106 money, and to discuss with other parish clerks the significant imbalance in the figures between the lack of funding allocated to projects in Shinfield Parish and other parishes within WBC	Clerk
23/PC/58.5	BCllr Glover agreed to assist a member of the public in communicating with WBC regarding planning application 221366	BCllr Glover
23/PC/60.2 23/PC/39.2	Clerk to complete assessment of streetlamps and report back to the committee	Clerk
23/PC/60.2 23/PC/53.2	Clerk to investigate the builder's rubble that had been deposited on the cycleway near the M4	Clerk
23/PC/61.3	Clerk to respond to the planning application PA231229	Clerk
23/PC/66.1	Clerk to follow up potential community fund with the Spencers Wood Solar Farm company	Clerk
23/PC/66.2	Clerk to investigate potential funding from the solar farm in the field adjacent to the Spencers Wood Solar Farm	Clerk
23/PC/67.1	Clerk to make representation to WBC via the Borough Councillors on an application for a Goods Vehicles Operators Licence	Clerk
23/PC/67.2	Clerk to set up a register for recording issues with sewage in the parish and inform WBC when appropriate	Clerk
23/PC/67.3	Cllr Lias to report to the committee on the current status of the roadworks on Church Lane/Basingstoke Road junction	Cllr Lias
23/PC/67.4	Deputy Clerk to add to the agenda "Local Record of Flora and Fauna" to the agenda of the July meeting	Deputy Clerk

Proposal From Shinfield Studios

Introduction

Letter from Nick Smith, Joint Managing Director Shinfield Studios to
Cllr Grimes and Connor Corrigan (WBC Service Manager for Strategic Development
Locations)

“Dear Andrew and Connor,

Further to our meeting on the above and as a result of the recent public consultation, I
would like to confirm that we have discussed the potential relocation of the
cinema/screening room originally proposed for the Gateway 4 site at the Thames Valley
Science Park (as part of our s106 agreement) to the School Green Centre.

Working with the Parish Council and our preferred screening room specialist company, we
would propose to install AV equipment at the School Green Centre to include the following;

- HD projector
- Speakers
- Retractable seating
- Ambient lighting
- Black out blinds
- Acoustic treatment to the chosen room
- A commitment to service or update the equipment for the next 10 years to ensure
the best screening experience for the community for the foreseeable future.

We would also hope that Shinfield Studios can erect a sign to acknowledge its support of the
SGC and the local community.

If the above is acceptable we will try to engage our specialist AV company to visit the SGC
before the end of this month and commission them to prepare a report on what is required
and what they recommend.

We will also need to agree a Deed of Variation with WBC to acknowledge that the s106
requirement has been fulfilled at the SGC rather than at the TVSP.

We hope the above remains of interest and look forward to your further feedback on this
matter.

Kind regards

NICK SMITH
Joint Managing Director”

	Shinfield	19/20 Other	TOTAL	Shinfield	20/21 Other	TOTAL	Shinfield	21/22 Other	TOTAL	Shinfield	GRAND TOTAL Other	TOTAL
INCOME FROM CIL AND S106 FUNDING												
CIL Receipts												
South Cutbush Lane			0	3,449,445		3,449,445	3,449,445		3,449,445	6,898,890	0	6,898,890
Valley Farm Arborfield		882,436	882,436			0			0	0	882,436	882,436
Land West of Park Lane Charvil		1,011,839	1,011,839		405,950	405,950			0	0	1,417,789	1,417,789
Pitts Works Woodley		313,125	313,125			0			0	0	313,125	313,125
Hurst Road Twyford		200,685	200,685			0			0	0	200,685	200,685
Hogwood Farm		5,202,105	5,202,105			0		2,342,921	2,342,921	0	7,545,026	7,545,026
Parklands, Shinfield			0	463,661		463,661	1,390,983		1,390,983	1,854,644	0	1,854,644
Ashridge Farm			0			0		696,498	696,498	0	696,498	696,498
West Forest Gate			0			0		451,017	451,017	0	451,017	451,017
Land North of Shires			0		415,818	415,818			0	0	415,818	415,818
Smaller Sites		3,274,407	3,274,407		1,909,157	1,909,157		2,096,162	2,096,162	0	7,279,726	7,279,726
	0	10,884,597	10,884,597	3,913,106	2,730,925	6,644,031	4,840,428	5,586,598	10,427,026	8,753,534	19,202,120	27,955,654
CHECK TOTALS		0	10,884,597		0	6,644,031		0	10,427,026			
S106												
Arborfield Garrison		15,082,775	15,082,775		1,783,062	1,783,062		32,425,135	32,425,135	0	49,290,972	49,290,972
Land at Church Lane	8,494,759		8,494,759	4,294,710		4,294,710	16,397,005		16,397,005	29,186,474	0	29,186,474
Bell Farm Wokingham		2,771,546	2,771,546			0			0	0	2,771,546	2,771,546
Montague Park Wokingham		2,195,607	2,195,607			0			0	0	2,195,607	2,195,607
Keephatch Beech Wokingham		1,700,485	1,700,485		8,090,245	8,090,245			0	0	9,790,730	9,790,730
Land West of Hollow Lane			0			0	11,312,968		11,312,968	11,312,968	0	11,312,968
Matthewsgreen Farm			0		5,211,883	5,211,883		10,424,385	10,424,385	0	15,636,268	15,636,268
Hogwood Farm			0			0		4,266,169	4,266,169	0	4,266,169	4,266,169
Kentwood Farm			0		2,587,719	2,587,719		2,287,050	2,287,050	0	4,874,769	4,874,769
Other		8,006,349	8,006,349		4,841,019	4,841,019		4,876,698	4,876,698	0	17,724,066	17,724,066
	8,494,759	29,756,762	38,251,521	4,294,710	22,513,928	26,808,638	27,709,973	54,279,437	81,989,410	40,499,442	106,550,127	147,049,569
CHECK TOTALS		0	38,251,521		0	26,808,638		1	81,989,411			
TOTAL INCOME	8,494,759	40,641,359	49,136,118	8,207,816	25,244,853	33,452,669	32,550,401	59,866,035	92,416,436	49,252,976	125,752,247	175,005,223

Expenditure

CIL												
South Wokingham Bypass			0		987,034	987,034		5,294,607	5,294,607	0	6,281,641	6,281,641
South Wokingham Highway Improvements		3,135,508	3,135,508			0			0	0	3,135,508	3,135,508
Lower Earley Way Dualling		3,081,168	3,081,168		54,661	54,661			0	0	3,135,829	3,135,829
Addington School Expansion		2,344,202	2,344,202		1,115,452	1,115,452		60,000	60,000	0	3,519,654	3,519,654
North Wokingham Distributor Road		546,312	546,312		11,184,393	11,184,393			0	0	11,730,705	11,730,705
Winnersh Triangle Parkway		104,732	104,732			0			0	0	104,732	104,732
Mattewsgreen School and Community Centre			0			0		1,453,803	1,453,803	0	1,453,803	1,453,803
Winnersh Relief Road Ph2			0		1,322,321	1,322,321		790,333	790,333	0	2,112,654	2,112,654
North Wokingham Distributor Road			0			0		194,512	194,512	0	194,512	194,512
CIL Administration		239,666	239,666		271,236	271,236		288,274	288,274	0	799,176	799,176
Other		55,740	55,740		264,903	264,903			0	0	320,643	320,643
	0	9,507,328	9,507,328	0	15,200,000	15,200,000	0	8,081,529	8,081,529	0	32,788,857	32,788,857
CHECK TOTAL		0	9,507,328		0	15,200,000		0	8,081,529			
S106 Expenditure												
Housing												
Gorse Ride Ph2			0		1,295,745	1,295,745		8,899,175	8,899,175	0	10,194,920	10,194,920
Gorse Ride Ph 1		4,502,306	4,502,306			0		5,617,320	5,617,320	0	10,119,626	10,119,626
Finch road Affordable Housing			0		499,323	499,323			0	0	499,323	499,323
Middlefields Affordable Housing			0		464,820	464,820			0	0	464,820	464,820
Peach Place Regeneration		6,700,000	6,700,000			0			0	0	6,700,000	6,700,000
Housing - Not specified			0		771,348	771,348		18,500	18,500	0	789,848	789,848
Sub-Total	0	11,202,306	11,202,306	0	3,031,236	3,031,236	0	14,534,995	14,534,995	0	28,768,537	28,768,537
		0	11,202,306		0	3,031,236		0	14,534,995			

Education												
Repaying Borrowing on Bohunt		0			0	11,300,000	11,300,000	0	11,300,000	11,300,000		
Arborfield Primary		0	5,000,000	5,000,000		1,600,000	1,600,000	0	6,600,000	6,600,000		
Pupil Referral Unit - Foundry College	507,415	507,415			0		0	0	507,415	507,415		
Bohunt School	721,559	721,559			0		0	0	721,559	721,559		
Expansion of Highwood School	26,989	26,989			0		0	0	26,989	26,989		
Access Improvements Piggott Primary	13,232	13,232			0		0	0	13,232	13,232		
repaying Borrowing	9,068,141	9,068,141			0		0	0	9,068,141	9,068,141		
AlderGrove Primary		0	219,945		219,945		0	219,945	0	219,945		
Matthewsgreen School	358,884	358,884	4,100,000	4,100,000		1,000,000	1,000,000	0	5,458,884	5,458,884		
Education - Not Specified	1,006,349	1,006,349	2,166,200	2,166,200		704,705	704,705	0	3,877,254	3,877,254		
	0	11,702,569	11,702,569	219,945	11,266,200	11,486,145	0	14,604,705	14,604,705	219,945	37,573,474	37,793,419
		0	11,702,569		0	11,486,145		0	14,604,705			
Traffic & Transport												
Nine Mile Ride Extension		0			0	12,693,079	12,693,079	0	12,693,079	12,693,079		
Shinfield Relief Road	6,249,405	6,249,405	2,041,728	2,041,728			0	8,291,133	0	8,291,133		
Borough cycleways	431,831	431,831	1,200,000	1,200,000			0	0	1,631,831	1,631,831		
Barkham Bridge	162,846	162,846			0	1,600,000	1,600,000	0	1,762,846	1,762,846		
Greenways in Borough		0	282,907	282,907			0	0	282,907	282,907		
Fencing & ramps on Wokingham Road PROW		0	79,437	79,437			0	0	79,437	79,437		
North Wokingham Distributor Road	6,011,428	6,011,428			0	4,480,636	4,480,636	0	10,492,064	10,492,064		
Traffic & Transport not specified	3,739,446	3,739,446	4,189,555	4,189,555		1,960,610	1,960,610	0	9,889,611	9,889,611		
	6,249,405	10,345,551	2,041,728	5,751,899	7,793,627	0	20,734,325	20,734,325	8,291,133	36,831,775	45,122,908	
		0	16,594,956		0	7,793,627		0	20,734,325			
Business Employment & Skills												
Business Employment & Skills	81,817	81,817	11,874	11,874		37,509	37,509	0	131,200	131,200		
Library Facilities	41,630	41,630	14,025	14,025		43,000	43,000	0	98,655	98,655		
	0	123,447	0	25,899	80,509	0	80,509	0	229,855	229,855		
		0	123,447		0	25,899		0	80,509			
Parks & Open Spaces												
Cantley Park		0	129,774	129,774		982,596	982,596	0	1,112,370	1,112,370		
California Country Park	1,526,472	1,526,472	313,031	313,031		789,281	789,281	0	2,628,784	2,628,784		
Highwood nature reserve Woodley	18,600	18,600			0		0	0	18,600	18,600		
Greenways		0			0	608,628	608,628	0	608,628	608,628		
Parks & Open Spaces - Not specified	515,706	515,706	901,620	901,620		1,735,179	1,735,179	0	3,152,505	3,152,505		
	0	2,060,778	0	1,344,425	4,115,684	0	4,115,684	0	7,520,887	7,520,887		
		0	2,060,778		0	1,344,425		0	4,115,684			
Leisure												
Town Centre Regeneration/Carnival Pool		0	110,420	110,420		2,410,641	2,410,641	0	2,521,061	2,521,061		
3G pitch Emmbrook School	366,581	366,581			0		0	0	366,581	366,581		
New Leisure Centre Bulmershe School	210,658	210,658			0		0	0	210,658	210,658		
Cantley Park tennis court floodlights	63,686	63,686	10,675	10,675			0	0	74,361	74,361		
Shinfield Community Centre		0	1,545,267	1,545,267		322,860	322,860	1,868,127	0	1,868,127		
Grays Farms Sports Hub		0	21,346	21,346		52,880	52,880	0	74,226	74,226		
Leisure - Not specified	313,813	313,813	231,898	231,898		3,418	3,418	0	549,129	549,129		
	0	954,738	1,545,267	374,339	1,919,606	322,860	2,466,939	1,868,127	3,796,016	5,664,143		
		0	954,738		0	1,919,606		0	2,789,799			
Monitoring												
Monitoring		0			0	81,209	81,209	0	81,209	81,209		
	0	0	0	0	0	81,209	81,209	0	81,209	81,209		
		0			0		81,209					
		0			0		81,209					
TOTAL S106	6,249,405	36,389,389	42,638,794	3,806,940	21,793,998	25,600,938	322,860	56,618,366	56,941,226	10,379,205	114,801,753	125,180,958
CHECK TOTAL		(2)	42,638,792		0	25,600,938		0	56,941,226			
TOTAL EXPENDITURE												
	6,249,405	45,896,717	52,146,122	3,806,940	36,993,998	40,800,938	322,860	64,699,895	65,022,755	10,379,205	147,590,610	157,969,815
INCOME LESS EXPENDITURE												
	2,245,354	(5,255,358)	(3,010,004)	4,400,876	(11,749,145)	(7,348,269)	32,227,541	(4,833,860)	27,393,681	38,873,771	(21,838,363)	17,035,408
Neighbourhood CIL Collected												
Administration of CIL		239,666	239,666			0	288,274	288,274	0	527,940	527,940	
Neighbourhood CIL Paid to Parishes		1,258,661	1,258,661	1,404,567	1,404,567		618,609	618,609	0	7,439,720	7,439,720	
			0			0						
Other		0				0		0	0	0		

Report to Shinfield Parish Council on the local activity of The Edmund Godson Charity

(No. 227463)

The financial year of the Charity runs from 1 April to 31 March & the most recent AGM was held on 18 May 2023. Grant applications are considered at the AGM.

During 2022 / 2023 the following grant applications were made & subsequently granted: -

- A grant of £2,000 was awarded to **Shinfield St Mary's Junior School** towards the cost of transforming a double decker bus into a nurture area for pupils needing emotional support.
- A grant of £1,000 was awarded to **ABC to read** towards the cost of training five additional volunteers to mentor children.
- A grant of £1,000 was awarded to **Me2 Club** to support young people aged 5 to 19 with additional needs & disabilities.

During 2023 / 2024 the following grant applications were made & subsequently granted: -

- A grant of £2,000 was awarded to **Thrive** towards the cost of the Life Changers Programme, which uses therapeutic gardening to support people living with a disability or ill-health or who are isolated, disadvantaged or vulnerable.
- A grant of £2,000 was awarded to **The Link Visiting Scheme** towards the cost of the One-One Befriending Project to support lonely & socially isolated older people.

The next AGM is scheduled for 16 May 2024.

Andrew Oughton
Shinfield Trustee
The Edmund Godson Charity

12 June 2023

Date Payment	Supplier / Payee	Payment (Includes VAT)	Description
10/05/2023	Lloyds Bank plc	14.10	Fee £7 plus Charges £7.10
15/05/2023	Chargemaster Limited	33.69	Charging Van April 2023
16/05/2023	Alphabet (GB) Ltd	468.85	Van Rental May
18/05/2023	Telefonika UK Ltd	151.55	Mobile Phones May (4)
19/05/2023	Mandeep Mann	100.00	Refund Damage Deposit
22/05/2023	Tree Solutions Arboricultural	90.00	Assessment & Management Plan - Deardon Orchard
23/05/2023	HM Land Registry	6.00	2 Enquiries
23/05/2023	Budgens	17.01	Petrol Mower
25/05/2023	Nigel Boyer	25.51	Mileage and Exes (Checking SIDS)
25/05/2023	Ian Montgomery	31.50	Mileage - Meetings
26/05/2023	Celtic Therapy & Rehab Svs Ltd	4,431.75	Forward Funding of Equipmet (Staff Disability Award) to be reimbursed
26/05/2023	A1 Locksmiths (Berkshire) Ltd	43.00	5 Keys for Manor Ground
26/05/2023	Kompan UK	150.39	Repairs to Play Equipment
26/05/2023	Kompan UK	589.20	Quarterly Inspection
26/05/2023	SSE Southern Electric	3,956.35	School Green Centre - Electricity - Feb-May SGC - South Meter
26/05/2023	SSE Southern Electric	3,110.34	Spencers Wood Pavilion Electricity - Jan - May 2023
26/05/2023	SSE Southern Electric	354.06	Millworth Lane May - Electricity Feb - May
26/05/2023	SPY Alarms	552.00	Call Out to Access Control
26/05/2023	Castle Water Limited	649.15	Church Lne Mar - Aug
26/05/2023	SSE Southern Electric	542.22	Mth 1 Electricity
31/05/2023	Employees	17,769.71	Net Pay May 2023
31/05/2023	Land Registry	3.00	Enquiry
31/05/2023	Internal TFR	189.60	Correct to Barclaycard
01/06/2023	Thames Valley Signs (Berkshire)	775.19	External Sign - The Manor Pavilion
01/06/2023	Thames Valley Signs (Berkshire)	108.24	Car Park Signs - SGC
01/06/2023	Select Environmental Services	1,965.36	Daily Rental Hygiene Units
01/06/2023	Lister Wilder	89.96	Round Up Weed Killer
01/06/2023	Berkshire Association of Local	2,306.90	Annual Subs BALC & NALC Combined
01/06/2023	Fcc Recycling (UK) Ltd	112.90	Green Waste 3/5/2023
01/06/2023	Nigel Jeffries Landscaping Ltd	2,919.60	Grounds maintenance April
01/06/2023	Simmons & Sons	540.00	Valuation for Ryeish Pavilion
01/06/2023	Imagin Products Ltd	23.16	ID Badges
01/06/2023	Office Depot International (UK	865.57	Cleaning Equipment
01/06/2023	Air It Limited	3,270.89	Phones School Green April
01/06/2023	Rialtas Business Solutions Ltd	1,316.13	Annual Allotments BBITS
01/06/2023	Bring Me Sunshine Window Clean	180.00	Window Clean 24th May
01/06/2023	Butler Signs	1,771.20	School Green Centre Sign
01/06/2023	Ricoh UK Ltd	164.10	Ricoh Rental Qtr 1
01/06/2023	Kreatif Design Ltd	59.99	Web Hosting May
01/06/2023	Wokingham Borough Council	1,250.00	Business Rates June
01/06/2023	Trade UK	110.58	Clear Balance April
05/06/2023	Nest Pension Contributions	1,770.40	Pension Contributions May
07/06/2023	FibreNest	55.00	Monthly Charge Broadband - The Manor Pavilion
16/06/2023	MCFT Food Equipment Service	149.04	Cafe Oven Repairs
16/06/2023	Keoghs LLP	115.00	VAT Element of Excess - Insurance Claim Bus Shelter
16/06/2023	Traffic Technology	150.00	Repairs to Speed Indicator Device - Hollow Lane
16/06/2023	Fcc Recycling (UK) Ltd	112.90	Disposal of Green Waste 7/6/23
16/06/2023	Kreatif Design Ltd	59.99	Monthly Charge - Web Hosting
16/06/2023	Thames Valley Signs (Berkshire)	1,353.70	Production of Timeline and Fitting - SGC
16/06/2023	Office Depot International (UK	902.82	Glazed Information Case for the Manor Pavilion
16/06/2023	SSE Southern Electric	330.04	School Green Final Bill (South Building) May (part)
16/06/2023	SSE Southern Electric	251.04	SWP - Final Bill May (part)
16/06/2023	SSE Southern Electric	52.57	Millworth Lane May (part)
16/06/2023	SSE Southern Electric	559.03	Sreet Lighting May (final)
16/06/2023	Claire Connell	237.50	Final Work Audit AGAR
16/06/2023	Alpha Furnishings Ltd	3,510.60	Furniture for Manor Pavilion
16/06/2023	Nigel Jeffries Landscaping Ltd	2,967.60	May Grass Cutting - all sites
16/06/2023	Jonathon Piggott	372.00	Pavilion Repair Pipework

Date Payment	Supplier / Payee	Payment (Includes VAT)	Description
16/06/2023	SPY Alarms	176.40	Annual Contract Access Control (SWP)
16/06/2023	Loddon Door Services	184.80	Adjustment & Maintenance of Doors SGC
16/06/2023	Kempton Carr Croft	1,320.00	Valuation Ryeish Pavilion
16/06/2023	Royal Electrics	216.00	Emergency Call Out Electric Fault SGC
16/06/2023	Window Flowers Limited	2,620.80	Planters Maintenance
16/06/2023	Berks Extinguisher Service	943.20	Instal Extinguishers Manor
16/06/2023	A1 Locksmiths (Berkshire) Ltd	144.75	Padlocks - Allotments
16/06/2023	A1 Locksmiths (Berkshire) Ltd	71.50	Additional Keys - Manor Ground
16/06/2023	Select Environmental Services	2,015.95	Litter Bins May 4 weeks
16/06/2023	Absolute Brilliance Cleaning Ltd	5,091.70	Cleaning May SGC
16/06/2023	Absolute Brilliance Cleaning Ltd	1,784.80	Cleaning May SWP
16/06/2023	Lister Wilder	162.43	Weedkiller & Fuel for Mower
16/06/2023	Air It Limited	<u>2,887.34</u>	Monthly Charge for IT Support & Licences & Back Up - June 2023
	Total Payments	<u>81,677.65</u>	

Date Payment	Name Supplier / Payee	Amount Paid (Inc VAT) £	Description
06/05/2023	Adobe	51.98	Software Licence - May
10/05/2023	Sainsbury's plc	106.75	Tuck Shop - Youth Club
10/05/2023	Bootle LDC	-189.60	Scaffolding (Mosaic Project) Refund of Deposit
11/05/2023	British Garden Centres	6.99	Fencelife Brush - Facilities
12/05/2023	Trenchex Power Products	18.99	New Clutch Cable - Mower
12/05/2023	Royal Mail Group	2.60	Recorded Postage - Allotments
14/05/2023	Sainsbury's plc	53.36	Items for Youth Club
16/05/2023	Goods Wholesale Ltd	20.60	Ant Bait Stations for all premises
24/05/2023	Safety Buyer	56.04	Equipment SGC
24/05/2023	TownX Pte Ltd	5.59	Coloured Dot Stickers for Office
24/05/2023	Co op	34.35	Food for Youth Club Activity
31/05/2023	Safety Signs 4 Less	39.80	Disabled Signs for School Green Centre Car Park
Total Payments		207.45	

Date of Invoice	Supplier	Amount (Including VAT) £	Description
09/06/2023	Lifebuild	120,750.00	Final Contract Payment for Construction of School Green Centre - Item 14.3a
26/05/2023	AOC	<u>11,232.00</u>	Final Invoice Stages 5/7 - Professional Fees - School Green Centre - Item 14.3b
Total of Invoices		<u>131,982.00</u>	

Item 14.3a



Mike Balbini
Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield, Reading
RG2 9EH

LIFE Build Solutions Limited
2, Buckingham Place
Bellfield Road West
High Wycombe
Buckinghamshire
HP13 5HW

Tel: 01494 557710
Fax: 01494 532453
Web: www.lifebuild.co.uk

09 June 2023

Application NO. LBS185/16

Interim Application 16 as @ 08/06/2023
Construction of Shinfield Community Centre

GROSS VALUE OF WORKS	£2,900,000.00
Less Retention	-£45,000.00
NETT VALUE OF WORKS	£2,855,000.00
Less Previous Payments	£2,754,375.00
AMOUNT NOW DUE FOR PAYMENT	£100,625.00

The Contract allows that the rate of VAT chargeable on the supply of goods and services to which the Contract relates is 20%

20% of the amount certified above is	£20,125.00
TOTAL OF NET AMOUNT AND VAT AMOUNT	£120,750.00

THE ABOVE SUM IS DUE NO LATER THAN 22-Jun-23

Bank Details: National Westminster

Sort code: 60-18-11

Account number: 17088844

OUR BANK DETAILS HAVE NOT CHANGED



38-50 Pritchard's Road, London, E2 9AP
t. +44 (0)20 7739 9950
studio@theAOC.co.uk
www.theAOC.co.uk

**INTERIM
PAYMENT
CERTIFICATE**

Issued by: **AOC Architecture Ltd**
38-50 Pritchard Road, London, E2 9AP
Employer: **Shinfield Parish Council**
School Green, Shinfield, Reading RG2 9EH
Contractor: **LIFE Build Solutions Ltd**
2 Buckingham Place, Bellfield Road West
High Wycombe, HP13 5HW
Works: **Construction of Shinfield Community Centre**
School Green, Shinfield, Reading RG2 9EH
Job Reference: **213**
Certificate no: **16**
Issue date: **12.06.23**
Valuation date: **08.06.23**
Contract dated: **07th July 2020**
Contract sum: **£ 2,900,000.00**

This Interim Certificate is issued under the terms of the above-mentioned contract

Gross valuation £ 2,855,000.00

Less 2.5% Retention which may be retained by the Employer as detailed on the statement of retention £ 0.00 -

Sub-Total £ 2,855,000.00

Less total amount stated as due in Interim Certificates previously issued up to and including Interim Certificate no: 15 £ 2,754,375.00 -

Net amount for payment **£ 100,625.00**

We hereby certify that the amount for payment by the Employer to the Contractor on this Certificate is (in words)

One Hundred Thousand Six Hundred and Twenty Five Pounds only

All amounts are exclusive of VAT

Signed

Note: The issue of this certificate is not for and shall not be taken as showing that any work or materials or goods or workmanship is or are accepted as conforming to description or being in accordance with The Contract.

To be signed on behalf of the issuer named above

This is not a Tax Invoice

Item - 14.35

AOC

TAX INVOICE

Shinfield Parish Council
Attention: Mike Balbini
School Green
Shinfield
Reading
Berkshire
RG2 9EH

Invoice Date
26 May 2023

Invoice Number
2543

Reference
213

VAT Number
863903408

AOC Architecture Ltd
38-50 Pritchards Road
London E2 9AP
UNITED KINGDOM
finance@theAOC.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Final invoice stages 5/7	1.00	5,580.00	20%	5,580.00
AOC fee				
Momentum fee	1.00	1,620.00	20%	1,620.00
Ritchie & Daffin fee	1.00	2,160.00	20%	2,160.00
			Subtotal	9,360.00
			TOTAL VAT 20%	1,872.00
			TOTAL GBP	11,232.00

Due Date: 25 Jun 2023

To: AOC Architecture Ltd
Bank: The Co-operative Bank
Sort Code: 08-92-99
Acct. No: 6925 9591

Please note the final date for payment of our account is 28 days after the date of issue. Any sums remaining unpaid after 28 days will bear interest plus reasonable debt recovery costs.

VAT Registration No. 863903408