



Clerk: Mike Balbini
 Shinfield Parish Council
 School Green Centre
 School Green
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To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on **MONDAY 20th December at the School Green Centre, commencing 19.30 hrs socially distanced in Pound Green Hall.**

Mike Balbini, Clerk
 10 November 2021

Members: Cllrs P Alexander N Boyer, E Brown, I Clarke, P Emmment, A Grimes, P Jahromi, L James, D Lias, M McDowell, I Montgomery, A, Narayanan, M O'Brien, and D Peer.

Agenda

1. **Public Questions**
 - 1.1 To **RECEIVE** and consider public questions
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 20 September 2021**
 - 3.1 To **APPROVE** the minutes of the Full Council meeting on 15 November 2021 as a correct record of the meeting (attached)
 - 3.2 To **RECEIVE** information on matters arising
4. **Reports**
 - 4.1 To **RECEIVE** reports from the Borough Councillors.
 - 4.1.2 BCLlr J Rance (attached)
 - 4.2 To raise any questions to WBC via the Borough Councillors.
 - 4.3 To **NOTE** the minutes of the
 - 4.3.1 Recreation and Amenities committee 25 November 2021 (attached)
 - 4.3.2 Planning and Highways committee 02 December 2021 (attached)
 - 4.3.3 Finance and General Purpose committee 08 December 2021 (attached)
 - 4.4 To **RECEIVE** and **NOTE** reports from Working Parties.
 - 4.4.1 Sports Strategy 29 November 2021 (attached)
 - 4.4.2 Sports Strategy 03 December 2021 (attached)
 - 4.5 To **RECEIVE** a report from the Chairman.

- 4.6 To **RECEIVE** a report from the Clerk (attached)
- 4.7 To **RECEIVE** reports from outside bodies.
 - 4.7.1 To **NOTE** minutes of the Borough Parish Liaison Forum, 04/10/2021 attended by Cllr Peer (attached)
 - 4.7.2 To **NOTE** minutes of the NAG AGM November 2021 04/10/2021 (attached)
 - 4.7.3 To **NOTE** minutes of the NAG meeting November 2021 04/10/2021 (attached)
- 5. **Neighbourhood CIL proportion report from WBC**
 - 5.1 To **NOTE** the CIL allocation report over last 5 years (attached)
 - 5.2 To **RECEIVE** and **CONSIDER** a request for co funding an outside gym (attached)
 - 5.3 To **RECEIVE** and **CONSIDER** a proposal to operate CCTV cameras procured by WBC (attached)
 - 5.4 To **RECEIVE** and **NOTE** our completion of the 121B Monitoring Form detailing CIL status (attached)
- 6 **New Community Centre**
 - 6.1 To **RECEIVE** and **CONSIDER** a report from Cllr Grimes on the New Community Centre
- 7. **Invoices for Payment**
 - 7.1 To **CONSIDER** and **RESOLVE** payment of invoices up to 12th December 2021 (attached)
 - 7.2 To **CONSIDER** and **RESOLVE** Barclaycard payment of invoices up to 12th December 2021 (attached)
 - 7.3 To **NOTE** our position regarding the final payment for construction of the School Green Centre
 - 7.4 To **CONSIDER** and **NOTE** the Contract Register, tracking the payments for
 - 7.4.1 Lifebuild and the New Community Centre (attached)
- 8. **Recommendations from committees or groups to FC of 20 December 2021**
 - 8.1 To **RECEIVE** and **CONSIDER** the proposed budget recommendation for 2022/2023 as approved by the F&GP committee of 08/12/2021 (attached)
 - 8.2 To **RECEIVE** and **CONSIDER** the proposed Precept recommendation for 2022/2023 as approved by the F&GP committee of 08/12/2021 (attached)
 - 8.3 To **RECEIVE** and **CONSIDER** the attached list of Investments used by CCLA as the F&GP committee recommends their use (attached)
 - 8.4 To **RECEIVE** and **CONSIDER** if any councillor wishes to receive only electronic agenda and papers. Paper copies will be distributed to members who do not wish the electronic alternative.
 - 8.5 To **RECEIVE** and **CONSIDER** a proposal to provide electronic devices to councillors to receive electronic agendas and papers.
 - 8.6 To **RECEIVE** and **CONSIDER** a paper outlining the roles in the Parish Council (attached)
- 9. **Correspondence**
 - 9.1 To **RECEIVE** and **CONSIDER** a grant request from the Link Visiting Scheme for £900 (attached)
- 10. **Date of next meeting**
 - 10.1 To **RECEIVE** and **CONSIDER** the proposed Meeting Schedule for 2022 (attached)
 - 10.2 To **NOTE** the next meeting date will be as proposed above in 10.1

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 15 November at School Green Centre, commencing 19.30 hrs.

Present: Cllrs N Boyer, E Brown, P Emmment, A Grimes (Chair), P Jahromi, D Lias, M McDowell, I Montgomery, I Clarke, L James M O'Brian, and D Peer

Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk), B/Cllr B Patman, J Rance and J Frewin

21/120	Public Questions There were no public questions.
21/121	Apologies and declarations of members' interests 121.1 Apologies were received from B/Cllr Munro and Batth 121.2 There were no declarations of interest. 121.3 There were no changes to members' declarations of pecuniary interests.
21/122	122.1 Council Minutes The minutes of the Council meeting held on 21 October 2021 that had been circulated prior to the meeting were APPROVED . Proposed: Cllr. Brown Seconded: Cllr. Clarke Unanimously agreed
	122.2 Matters Arising from Previous Meeting
	128 Update on land swap This item was noted as ongoing.
	15.8.4.2 <u>Consideration to be given to implementing a process for making an award to nominated community groups for their efforts during the pandemic.</u> It was PROPOSED that a certificate be awarded to all groups/individuals attending the volunteer event.

	Proposed: Cllr. Jahromi Seconded: Cllr. Montgomery Unanimously Approved
	78.4.2 <u>Cllr. Clarke and Cllr. James to work together to progress Spencers Wood recreation ground project.</u> Cllr. Clarke and the Clerk undertook to meet to discuss the matter further.
	102.5.3 <u>Clerk to investigate electronic device solutions for members to help with the management of meeting packs.</u> The Clerk confirmed that a paper would be presented at the December Full Council meeting.
	113.5 <u>Clerk to investigate possibility of renting out van to residents</u> See item 127.1 below.
	113.6.2 <u>Clerk to obtain stats on fly tipping across the borough</u> The Clerk undertook to investigate fly tipping on Kybes Lane. Cllr Emmet agreed to attend monthly meetings to deal with the issue of fly-tipping as requested by the Chair.
	117.1.2 <u>Clerk to place travel plan on the SPC website and send a copy to Andy Glencross, WBC.</u> The Clerk noted that he was awaiting an update from Cllr Brown before forwarding a copy of the travel plan to Andy Glencross, WBC. It was confirmed that the travel plan had been placed on the website. Cllr. Brown requested that the community travel plan was also added onto the website.
	122.3 Matters Arising There were no further matters arising.
21/123	Reports
	123.1 Minutes of the Planning & Highways committee meeting 4 November 2021 123.1.1 Cllr. Clarke requested an update on activity at Foxglades. The Clerk undertook to contact Marcia Head, WBC, advising that there had been no feedback. 123.1.2 The minutes of the Planning and Highways committee meeting on 4 November 2021 were NOTED.
	123.2 Minutes of the Recreation and Amenities committee 28 October 2021 The minutes of the Recreation and Amenities committee meeting on 28 October 2021 were NOTED.
	123.3 Working Parties Reports
	123.3.1 Sports Strategy The Deputy Clerk undertook to send a copy of the asbestos report produced in respect of Millworth Lane Pavilion to the Chair.
	123.4 Chair's Report The Chair highlighted the following points:

	• The Clerk and the Chair would be meeting with G Howe at WBC to discuss the borough school strategy and school transport strategy on 24 November • An attempt had been made to arrange a meeting with Arborfield Council to assess the proposed Hall Farm development and discuss the potential impact on the area. • Attended a meeting with the promoters of Ruscombe on Thursday • A note had been written to Marcia Head, WBC regarding the One Stop Shop and lessons learned however no questions were answered in the response received.
	123.5 Clerks Report The Clerk referred to his report circulated prior to the meeting. The following points were highlighted: Leases/licenses • Café License agreed • Pre-school License in final stage of production Update on Community Centre • Kitchen • AV • IT • Library Other • Remembrance Parade arranged • Winter planters ordered • Christmas trees ordered • New Van procured awaiting delivery The report was NOTED.
	123.6 Borough Councillor Reports
	123.6.1 The report from B/Cllr Rance circulated prior to the meeting highlighted the following: • No response had been received from Pauline Jorgenson, WBC, in respect of assisting SPC in creating speed zones on the parish. • Investigations were being made into fly tipping at Three Mile Cross.
	123.6.2 B/Cllr Frewin highlighted the following: • A meeting had taken place between WBC, residents and SPC regarding speeding issues in the parish of which he considered the outcomes disappointing. A letter had been sent out to all parties. To obtain the installation of speed camera, the parish would need to undertake all of the speed calming measures to demonstrate the need for them. • All parking tickets at Pearmans Croft had been rescinded. • Work on the Church Lane/Basingstoke Road junction would commence in early 2022 • Work was being carried out on improving the service that residents received via the WBC website.

	- Residents continues to experience Issues with local developers with builders parking over dedicated spaces and being abusive to staff and residents. The CEO of company had issued a behaviour notice to the workers involved. - Sandbags had been delivered to the Basingstoke Road to assist with flooding in Grazeley and Oatlands Road. - The steps in Mitford Close had decayed. This had been reported to B/Cllr Batth and Pauline Jorgenson, WBC. - The College for Estate Management was up for sale - The decision made to remove the bus gate from the north of Beke Avenue was being challenged by B/Cllr Frewin who was unsure under what remit has this been done?
	123.6.3 The Report from B/Cllr Batth circulated prior to the meeting highlighted the following: B/Cllr Batth would be meeting with the Thames Valley Police and Crime Commissioner on Wednesday and with the Chief Constable on Friday this week.
	123.6.4 The B/Cllr reports were NOTED .
	123.7 Questions to WBC via Borough Councillors There were no questions to WBC.
	123.8 Reports from Outside Bodies 123.8.1 Cllr. Brown gave an overview of the report on the Home Start (Wokingham) AGM circulated. He confirmed that during the year Home-Start volunteers supported 53 families within Wokingham Borough including four in Shinfield and four in Spencers Wood. The report was NOTED. 123.8.2 Cllr. Brown gave an overview of the report on the Readibus AGM circulated. It was noted that the number of service users had dropped significantly during the pandemic and a campaign was underway to increase numbers. West Berkshire Council had cut its funding to Readibus by 60% and the Newbury service was likely to end. The report was NOTED. 123.8.3 Cllr. Brown gave an overview of the report on the Spencer's Wood Village Hall circulated. The report was NOTED.
21/124	Neighbourhood CIL proportion report from WBC
	The CIL proportion report from WBC was NOTED .
21/125	New Community Centre 125.1 Cllr. Grimes gave an overview of the new community centre report circulated prior to the meeting highlighting that: - A number of issues remained outstanding. - Work needed to be carried out to complete the internal garden and pathways. - Footpath 16 needs to be cleaned and tidied

	Water was connected to the old supply which was undersized. This would be resolved in January 2022. 125.2 The community centre update report was NOTED. 125.3 A recommendation to sign the Robyn's Nest catering contract which had incorporated changes requested by Full Council was APPROVED. Proposed: Cllr. Brown Seconded: Cllr. James Unanimously Agreed
21/126	Invoices for Payment
	126.1 It was PROPOSED that the invoices up to 5 November were APPROVED for payment. Proposed: Cllr. Montgomery Seconded: Cllr. O'Brian Unanimously Agreed
	126.2 It was PROPOSED that the Barclay card statement detailing expenditure by SPC up to 31 October 2021 was APPROVED. Proposed: Cllr. James Seconded: Cllr. Clarke Unanimously Agreed
	126.3 A PROPOSAL that a budget of £250k for the payment of Invoice No.15 be set aside for the New Community Centre as the invoice was not yet available was APPROVED. Proposed: Cllr. Lias Seconded: Cllr. Boyer Unanimously Agreed
	126.4 Contract Register
	It was NOTED that the Contract Register, tracking the payments for LIFE build and the new Community Centre would be completed once the invoice no. 15 had been finalised if it was below £250k.
21/127	Recommendations from Committees to the Full Council of 20 September 2021
	127.1 Hire of Van at Weekends
	It was PROPOSED that the recommendation not to allow weekend hire of the SPC van as this would be in breach of the terms and conditions of the insurance company was APPROVED. Proposed: Cllr. Jahromi Seconded: Cllr. Peer Unanimously Agreed
	127.2 Probation Service
	127.2.1 Cllr Jahromi gave an overview of the note that had been circulated to members prior to the meeting suggesting that SPC work with the Probation Service to enable those on community service to carry out work in the parish that would benefit the community. This was discussed by members.
	127.2.2 It was PROPOSED that Full Council consider the suggestion in twelve months' time once more resource was available to help manage the programme. All agreed
	127.3 Land for Recreational Use

	Cllr. Jahromi suggested the possible purchase of a plot of land for recreational use. All members were encouraged by the Chair to bring potential land purchases to Full Council once they have evidence to show that the owners were in a position to and were minded to sell.
	127.3 Appropriate method of informing Cllrs of non-standing meetings prior to or after standing committee meetings
	It was PROPOSED that non standing committee meetings were to be added to the summons of committee meetings. Proposed: Cllr James Seconded: Cllr Brown Unanimously agreed
21/128	Correspondence and other items
	There were no items of correspondence.
	Exclusion of the Press and the Public
	It was RESOLVED that, in view of the confidential nature of the business about to be transacted in relation to personal and business information, it is advisable in the public interest that the public and press be temporarily excluded and they are asked to withdraw from the next items on the agenda. Proposed: Cllr Montgomery Seconded: Cllr Emment Unanimously Agreed
21/129	Report from the Staffing Committee
	129.1 The Staffing Committee made the following recommendations: - That a consultant be appointed to recommend a staffing structure to run the venues and sports facilities in the parish together with a listing of the legal requirements for such operations. Proposed: Cllr Lias Seconded: Cllr Jahromi Unanimously Agreed - Since the Front of House staff cannot take TOIL (Time off In Lieu) as they are the only staff member operating that shift, that they receive paid overtime at the same rate. A system is to be put in place to regulate Proposed: Cllr Brown Seconded: Cllr Montgomery Unanimously Agreed - That staff should remain on the NEST scheme and not revert to the LGPS. This continuation of the approved scheme (NEST) was AGREED. - That Staff would be given half day on Christmas Eve, all day on 29, 30 and 31 Dec as Christmas leave. The Front of House staff would receive the same unless a booking was in place on any of those days .
	129.2 It was PROPOSED that the Christmas holiday recommendations set out above be APPROVED . Proposed: Cllr. Jahromi Seconded: Cllr. Peer Unanimously Agreed.
21/130	Date of Next Meeting: 20 December 2021, School Green Centre

The meeting ended at 22:00

Action Items:

Minute Ref	Details	Action By:
128	Clerk to consult WBC on swapping Pearmans Copse rather than Century Drive and to hire land valuers.	Clerk
78.4.2	Cllr. Clarke to present business case for Spencers Wood recreation ground before Feb 2022. Cllr. Clarke to discuss with the Clerk.	Cllr. Clarke/Clerk
102.5.3	Clerk to investigate electronic device solutions for members to help with the management of meeting packs.	Clerk
113.6.2	Clerk to obtain stats on fly tipping across the borough. Clerk to look into the issue of fly tipping on Kybes Lane. Cllr. Emmet to attend monthly meetings on fly tipping as requested by the Chair.	Clerk Clerk Cllr Emmet
117.1.2	Clerk to place travel plan on the SPC website and send a copy to Andy Glencross, WBC.	Clerk
123.1.1	Clerk to contact Marcia Head, WBC, advising that there had been no feedback on activity at Foxglades in respect of Planning	Clerk
123.3.1	Deputy Clerk to send a copy of the asbestos report produced in respect of Millworth Lane Pavilion to the Chair.	Deputy Clerk

20th December 2021 Report by Jackie Rance Shinfield South Borough Councillor

Residents were complaining Buxted Vans were parking in disabled bays, spread across parking spots in an abandoned manner. I wrote to the Chairman and received a helpful reply. He was horrified and encourage anyone to take Registration numbers down and report back to them to deal.

14th November I had the pleasure of attending the Remembrance Service on the Green. It was very moving. Thankfully it did not rain.

I had a resident of Cutbush Lane East email me as he and others were upset by developers beginning work at 6.40 pm on a Sunday. I contacted the Studios and actually it was the workmen from the British Museum on this occasion. I have been assured this will not happen again.

However, there is aggravation constantly along the Lane as large lorries delivering equipment, vans of every size are continuing to access the Studios through the Lane, even though a No Access sign was erected. The drivers simply drive down, and remove the barriers and continue. When residents have pointed out they should not be doing this, the drivers have sworn and shouted and gone on their way

I have contacted the SDL Team and am waiting a reply. This must stop. There are no houses/residents along the top road, the Thames Valley Science Park road so it makes sense to use that rather than trundle down Cutbush Lane East which has about 20 residents and disturb their peace.

Photos were sent to me of Lorries spotted lined up along Church Lane from 7.35 am creating a hazard for pedestrians and poor visibility. I contacted Wayne Smith of /enforcement but heard nothing. A reminder came through and I managed to locate someone else who was sorting. I hope it has been stopped.

Loads of Barbed wire fencing had been taken down by contractors and just left in 3 huge piles along Hyde End Lane. Also another bunch was left right in front of the Bays Crescent sign as well as about 6 very long pipes in the grass next to the play area. All of it was dangerous for walkers with dogs, pedestrians and children. I also took photos of the huge mound of dirt/soil which was spilling onto Fullbrook Road which is unsightly and with the rain and the lorries, is spreading along the road. When it is dry, the road looks a mess. I contacted Taylor Wimpey and within 2 days had a reply and 4 days later the whole lot had been cleared.

There was an odd moan from residents who were concerned about lights on in the Centre overnight, and also at Shinfield /St. Marys school. I wrote to ask and the explanations were simple. They are security lights.

A 'hoped to be' resident wrote to me about her proposed purchase of a new house in Allen Way. She and partner had signed the contracts and were "promised" a move in date of 23rd. December. They gave their landlord notice they were quitting their rented home ready to move, only to be told by Bovis that completion "could" be February or March. They have waited 9 months already and are most unhappy they will not be in their new home at Christmas. I wrote to Bovis who have been less than helpful.

A mother of a 14 year old girl with autism had contacted me that her daughter was not being helped in any way with her disabilities. It would seem the girl had 'slipped through the net'. I contacted Sendias, assisted the mother in filling in some forms, and Sendias contacted the school who have now begun putting in place a lot of help for this teenager.

An elderly married couple who live at School Green contacted me last week, as they had both been intimidated by three teenage lads, who took great joy in kicking a ball at the resident's fence. The elderly gentleman asked them to stop but they hurled abuse. Luckily a gentleman from the garage saw what was happening and came to their rescue. The elderly lady rang me to find out if there are local police she could speak to. I pointed her in the right direction which is actually Loddon Valley Police station, who would put them in touch with Fields NHPTC.

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 25 November 2021, at the School Green Centre commencing at 7:30pm

Present: Cllrs N Boyer, E Brown, I Clarke (Ch), P Emmment, P Jahromi, I Montgomery
Attending: Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), A resident

21/RA/78 Public Questions

A resident observed that there was a lack of bins on Hyde End Road and asked whether it might be possible to have more installed. The installation of a bin at Shinfield Meadows would be particularly welcome.

Cllr. Clarke explained that SPC was encouraging a policy of residents taking litter home with them and noted the significant cost of bin management in the parish.

21/RA/79 Apologies and declarations of members' interests

79.1 Apologies were received from Cllr. James and O'Brien.

79.2 There were no declarations of members' interests.

21/RA/80 80.1 Minutes of the Previous Meeting

The minutes of the committee meeting of 28 October 2021 were approved as a correct record and signed by Cllr. Clarke.

Proposed: Cllr Emmment Seconded: Cllr Boyer Unanimously Approved

80.2 Actions

14.4 Volunteer evening to be organised for October 2021 to say thank you for efforts made during the pandemic.

The Deputy Clerk confirmed that this had been organised for 13 December. Members were asked to let the Deputy Clerk know if they knew anyone groups that might provide live background music for the event or a pianist that could support the Shinfield Community Singers.

62.1.3 Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.

Cllr Clarke confirmed that he had spoken to the Clerk and was now familiar with the procurement process.

62.2.3 Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.

This had not been provided due to the high volume of work and other priorities.

70.2.1 Millworth Lane WP to produce a detailed plan of actions to be taken at Millworth Lane as a whole

See item 81.2 below

70.3 Clerk to provide a report from Cllr Clarke on the meeting held 24 Sept 2021 with B Thompson of WBC re sports strategy in the parish

See item 81.4 below.

70.4.3 Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre

The Deputy Clerk reminded members that this was in relation to having security staff on site during late evenings and was noted as ongoing.

77.3 Clerk to ask UoR whether Apple trees can be planted in the SANGS

This item was noted as ongoing though it was noted that there were tight restrictions on the use of SANGS.

80.3 Matters Arising

It was **PROPOSED** that the tree on the corner of School Green, which had died, was replaced like for like.

Proposed: Cllr Emmet Seconded: Cllr. Jahromi Unanimously Agree.

21/RA/81 Parish Wide Update

81.1 Spencers Wood Recreation Ground Working Party Update

81.1.1 Cllr Clarke noted that the Clerk was compiling a business case for Spencers Wood Recreation Ground. Once this was complete the work would be put out to tender. Planning for any work agreed would need to be obtained and it was anticipated that the project would be complete by Summer 2022. Cllr. Boyer undertook to provide photos of the area for the business plan.

81.1.2 The Deputy Clerk suggested a consultation with residents to ensure that local needs were fulfilled. It was suggested that the consultation was based on pre-approved from SPC rather than asking an open question.

It was **PROPOSED** that residents be consulted on plans for the various sports facilities.

Proposed: Cllr. Boyer Seconded: Cllr. Emmet Unanimously Agreed

81.1.3 Cllr. Clarke noted that the Millworth Lane pavilion had not been condemned in the report commissioned from external consultants, but research needed to be done to see what improvements could be made to it.

81.1.4 The tennis club had requested usable toilets. On consultation with the UoR and Cllr Clarke it had been agreed that a water treatment plant could be installed to assist with this, subject to monitoring of water usage. The overall budget for Millworth Lane in this financial year was £40,000.

81.2 Millworth Lane Report from Sports Strategy Working Party

81.2.1. The existing pavilion would be made usable, at a safe and low cost, for the next one to two years, until the cricket club moved to the new Manor site.

81.2.2 A consultant had viewed the site as a whole and suggested the installation of a full-size basketball court, skate park netball pitch. Plans were also in discussion to improve and possibly extend the tennis court provision and to extend the car park.

81.3 Sports strategy in the parish meeting

81.3.1 Cllr Clarke confirmed that he had met with Nigel Frankland to discuss sports facilities in the parish. It had been confirmed that SPC would be given responsibility for the management of both Manor and High Copse facilities. It was noted that the area around High Copse must remain a green area.

81.3.2 It was anticipated that the Cricket pitch at Manor would be available from June 2022 but that the site would need to be inspected. Two, nine a side football pitches would be installed either side of the cricket pitch. A modular pavilion was expected to be ready by the end of June 2022.

81.3.3 It was anticipated that High Copse would be available from 2023.

81.3.4 It was noted that no running track would be installed however local runners had confirmed that a running strip would be useful. The surface would need to be composed of Hoggins as Tar would be prohibited.

81.4 Meeting held 24 Sept 2021 with B Thompson of WBC re sports strategy in the parish

Cllr Clarke gave a verbal update of the meeting that had taken place with B Thompson, WBC, SPC and representatives from the cricket and tennis clubs. The meeting had been constructive, with the feasibility of ideas discussed enabling the strategy to move forward. The Football facilities in the parish were discussed and it was acknowledged that approximately 1000 children in the parish were waiting to play.

81.5 Spencers Wood Pavilion Lettings

81.5.1 The report circulated prior to the meeting was noted and the Deputy Clerk highlighted the following:

- 5 bookings had been made for the Spencers Wood Pavilion since Monday that week
- 9 regular bookings had been made for the School Green Centre.
- A New Year's Eve party had been booked at the School Green Centre
- Regular tours of the venues for hire were being given and approximately 15 enquiries were being received each day.

81.5.2 Members raised concerns about facilities being available to previous hall hires. The Deputy Clerk confirmed that groups had been offered a room at the same rate as previously paid for a period of one year. If rooms were vacant SPC may be able to offer them for free to those with no constitution however this could not be confirmed on a regular basis.

81.5.3 It was **PROPOSED** that R&A request that F&GP provide options for room hire for small unconstituted organisations that were unable to obtain a grant for room hire from SPC and make a recommendation to Full Council.

Proposed: Montgomery Seconded: Brown Unanimously Agreed.

81.5.4 Fertilisation of Daffodils

Cllr. Clarke stated that he had received advice confirming that the planted daffodil bulbs required fertilisation.

It was **PROPOSED** that funding be made available for the Daffodils to be fertilised.

Proposed: Brown Seconded: Emmet Unanimously Agreed.

21/RA/82 **Community Service Update**

Cllr. Brown gave a verbal report highlighting the following:

- The car service had acknowledged the £500 awarded by SPC which had gone towards running costs. 28 people were currently benefiting from the service.
- The Tea Bar at Spencers Wood Pavilion was being visited by up to 20 people and was breaking even with the funding provided by SPC. Funding would run out by March if numbers did not improve. Cllr. Boyer undertook to include details of it in the next newsletter and the Deputy Clerk suggested placing leaflets advertising the Tea Bar at the School Green Centre.
- A meeting had been held with a representative from The Link who was compiling a list of community events fighting social isolation. The Tea Bar would be included.
- The Deputy Clerk had in coincidence met a member from the Link Scheme and explained what was on offer at the School Green Centre.

The Community Services update was **NOTED**.

21/RA/83 **Grant Applications**

83.1 ME2 Club

It was **PROPOSED** that a grant of £500 for the ME2 Club be **APPROVED**.

Proposed: Cllr Emmet Seconded: Cllr Jahromi Unanimously Agreed

83.2 Keep Mobile

It was **PROPOSED** that a grant of £1000 towards the running costs of Keep Mobile be **APPROVED**.

Proposed: Cllr Emmet Seconded: Cllr Brown Unanimously Agreed

21/RA/84 **Youth Club Update**

84.1 Mark Sandringham was not present at the meeting. In his absence Cllr. Montgomery highlighted the following:

- 14 children were regularly attending the Frensham Hall, Shinfield Youth Club with numbers set to increase.
- The youth club was looking for an additional venue.

- The Wednesday evening youth club was running with good attendance.
- No request for funding for the Pantomime would be made this year as an alternative provision would be made.
- The new Community Support Worker in Shinfield may request funding for a summer trip. Members indicated that they would be willing to support this.

84.2 The Deputy Clerk undertook to ask Mark Sanderson to attend the next R&A meeting and if this was not possible, to provide a report on the Spencers Wood youth club.

21/RA/85 Correspondence

Citizens Advice Reading

A thank you letter received from Citizens Advice Reading for the grant that they received was acknowledged.

21/RA/86 Date of next meeting: 27 January 2022

The meeting closed at 21:05

Action items:

Minute Ref	Details	Action by
62.2.3	Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.	Clerk
70.2.1	Millworth Lane WP to produce a detailed plan of actions to be taken at Millworth Lane as a whole	ML WP
70.3	Cllr Clarke to provide a report on the meeting held 24 Sept 2021 with B Thompson of WBC re sports strategy in the parish	Cllr Clarke
70.4.3	Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre.	Clerk
77.3	Clerk to ask UoR whether Apple trees can be planted in the SANGS	Clerk
80.3	Tree on School Green to be replaced like for like.	Deputy Clerk
81.1.1	Cllr. Boyer to provide photos of the Spencers Wood recreation ground for the business plan	Cllr. Boyer
81.1.2	Residents to be consulted on sports strategy plans	Cllr. Clarke
81.5.3	Cllr. Clarke to request that F&GP provide options for room hire for small unconstituted organisations that were unable to obtain a grant for room hire from SPC and make a recommendation to Full Council.	Cllr. Clarke
81.5.4	Quotes for fertilization of the daffodil bulbs in the parish to be obtained.	Cllr. Clarke
82	Cllr. Boyer to include details of the Tea Bar in the next newsletter.	Cllr Boyer
84.2	Deputy Clerk to ask Mark Sanderson to attend the next R&A meeting and if this was not possible to provide a report on the Spencers Wood youth club	Deputy Clerk

Minutes approved on:	
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Draft

Minutes of a meeting of the Planning and Highways Committee held on Thursday 2 December 2021 at Spencers Wood Pavilion, commencing 19:30 hrs.

Present: Cllrs. N Boyer, E Brown, A Grimes, L James, D Lias, P Jahromi, D Peer (Chair)

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary)

Ref Minute

21/PC/116 Public Questions

There were no public questions.

21/PC/117 Apologies and declarations of members' interests

117.1 Apologies were received from Cllr Emmment.

117.2 There were no declarations of interest.

21/PC/118 Minutes of the previous meeting

The minutes of the previous meeting of 7 November 2021 were **AGREED** as a correct record of the meeting and signed by Cllr Peer.

Proposed: Cllr. Grimes

Seconder: Cllr. Boyer

Unanimously agreed

21/PC/119 119.1 Actions

75.5.3 Deputy Clerk to ascertain whether WBC had a safer routes programme or safer street speed policy in place and to write to the resident noting that there was limited action that could be taken by SPC and encouraging the resident to contact WBC with their concerns.
This item was noted as ongoing.

92.1 Report of costings and locations of proposed village gates to be produced.

Grazeley Gates, ongoing. Clerk to chase and contact Chair of Grazeley P.C. to enquire if the proposals submitted by WBC meet with their expectations.

112.1.1.3 Clerk to invite John Russell, Motion to present a member plan for addressing speeding measures in the parish and a strategy for getting measures approved.

This item was noted as ongoing.

77.9 Deputy Clerk to arrange cyber crime training for councillors and staff prior to it being offered to residents.

This item was noted as ongoing.

92.2 Clerk to ask WBC to replace bulb in light post 4Wheatfield s Road with LED bulbs

This item was noted as complete.

94.1 Cllr. Grimes to write to Marcia Head, WBC to note that the One Stop shop issue had been resolved locally and asking WBC to address training issues relating to the advice given by WBC enforcement team

A response had been received from Marcia Head WBC but was noted by the committee as non-constructive, in the circumstances. The response also noted that Planning Enforcement was not an obligatory action Local Authorities had to undertake. A copy of Marcia Head's response would be circulated to P & H members by Cllr. Grimes.

109.1.1 Deputy Clerk to contact WBC about planning applications that could not be located on the planning portal.

This item was noted as ongoing.

109.2 Deputy Clerk to add planning application numbers to the agenda to aid discussion

The Clerk undertook to follow the matter up with the Deputy Clerk.

109.1.5 Clerk to update the SPC website signposting residents to planning applications and encouraging them to contact SPC with any comments that they may have.

This item was noted as complete.

110.2 Cllr Peer to set up a meeting in late November with B/Cllrs Frewin, Cowan and Rance, and Aborfield Parish Council to discuss the consultation.

See agenda item 21/PC/124

110.3 Clerk to send note of condolence to Councillor Cowan of Aborfield and Newlands Parish Council.

This item was noted as complete.

113.1 Cllr Grimes to draft a response site allocation in respect of the Finchampstead Neighbourhood plan

See agenda item 21/PC/124

114.2 Cllr Lias to provide details of informal hearing in respect of Brookers Hill appeal to Cllr Emmment. Cllr. Emmment to attend meeting

Cllr Lias confirmed that he had sent details to Cllr. Emmment. The Clerk undertook to follow up with Cllr Emmment.

114.3 Cllr. Emmment to provide Deputy Clerk with information about Speed watch volunteer role to enable her to place an advert for volunteers on the SPC website and FB page with Cllr. Emmment as contact.

This item was noted as complete. It was confirmed that at least two volunteers had been recruited.

119.2 There were no other matter arising.

21/PC/120 **120.1 Schedule of Deposited Plans**

213856 **Site Address:** 71 Hyde End Lane Spencers Wood RG7 1EX

Description: Householder application for the proposed erection of a two-storey side extension, erection of a part single part two-storey rear extension with 3 no. roof lights.

Comments: No comment

213784 It was noted that the application not yet on the portal. The Clerk undertook to follow this up. (post meeting note – this application is now on the portal).

213681 **Site Address:** Land Adjacent to Lane end House, Shinfield Road, Shinfield, RG2 9BB

Description: Full Planning Application for the Development of 6no dwellings with associated landscaping and access.

Comments: SPC had no objection to development so long as it adhered to the neighbourhood plan e.g. no tandem parking. The Clerk agreed to provide exact location in the Neighborhood Plan where this comment was made, to add to SPC's comments.

120.1.2 The Clerk confirmed that current applications were sign posted on the SPC website in a neutral manner.

120.2 Planning Decisions

List of plans APPROVED

There were no plans approved.

List of plans APPEALED

There were no plans appealed.

21/PC/121 **Enforcement Notices**

The enforcement reports from WBC circulated prior to the meeting was **NOTED**.

21/PC/122 **Highways, street lighting and footpath matters**

122.1 Highways

122.1.1 There were no highways matters.

122.2 Lighting Matters

There were no lighting matters.

122.3 Footpath/Cycle way/Byway matters

122.3.1 A verbal update was given by Cllr. Brown

Footpath 16: A quote had been received for £30k to improve the Hyde End Lane section of footpath 16 which excluded the cost of replacing the fence. Cllr Brown had contacted Nigel Frankland, UoR to see how this might be funded.

Footpath 10: A complaint had been received regarding damage caused by contractors. It was agreed that this was not the responsibility of SPC.

Footpath 13: The Ramblers had worked hard to clear stumps and make path more usable.

Footpath 28: A landowner had installed a fence with 6ft panels to stop people accessing a footpath running through his land. The path had been used since the 1960's and residents therefore considered that it was a public right of way however this may not be the case. A petition was being submitted by residents to WBC. It was also noted that the connecting path was inaccessible in places as it was overgrown and fence panels had fallen in. The Clerk undertook to check whether a covenant existed on the land in respect of the path however it was acknowledged that this was an issue between residents and the landowner and SPC was not able to act. It was **AGREED** that the situation would be reviewed in one year.

122.3.2 Cllr Brown confirmed that information boards had now been installed in the parish as outlined previously.

122.3.3 It was **NOTED** that newly installed traffic lights between Parklands and Lieutenant's Cottage on Basingstoke Road had been removed. The Clerk undertook to obtain the reasons for this.

21/PC/123 Correspondence Items

123.1 Crossfield School Travel Plan from Andrew Chugg at WBC

123.1.1 John Russell, Motion had sent a holding response in respect of the Crossfield School Travel Plan which raised a question in respect of the Analytic Quality Assurance. Subsequently the Clerk had sent E-mail sent to case officer at WBC to which he was awaiting a response.

123.1.2 The Clerk undertook to contact Motion to request that their report on the Crossfield School Travel Plan included statements on the plan in relation to the climate emergency declared by WBC.

123.2 Village Gates

123.2.1 Cllr. Lias noted that he had received a report from Ashleigh Waite, WBC but that it had not recommended the type of gate that SPC had requested. It was acknowledged that permission needed to be obtained from the Highways Authority before village gates were installed.

123.2.2 The Clerk confirmed that he had circulated the proposal to Grazeley residents and was awaiting a response.

123.2.3 Members discussed the different types of gateways available and **AGREED** a preference for Glasdon manufactured gates with four slats, and L shape and a crossbar. It was acknowledged that these would be a different width depending on the verge space available. It was confirmed that SPC were funding the purchase of the village gates.

123.2.4 It was **AGREED** that initially eight gates would be purchased to be located on four sites including Aborfield, Three Mile Cross, Swallowfield and North Shinfield.

123.2.5 It was **PROPOSED** that Cllr. Lias put together a proposal detailing the type of sign required, where they should be sited, and when the work was expected to be completed by and be delegated authority to purchase the signs up to £16k once approval was obtained from WBC.

Proposed: Cllr. Jahromi Seconded: Cllr. James Unanimously Agreed.

123.2.6 The Clerk undertook to forward the proposal to WBC and ask for confirmation of anticipated timescales and progress, stating an intention for the gates to be installed during the 2021/2022 financial year.

123.3 Kirtons Farm Road

It was **NOTED** that Kirtons Farm road bridge over the Reading to Basingstoke railway line would be closed from 8 November 2021 until 28 February 2022 to allow contractors to carry out barrier and kerb installation.

123.4 Church Lane Parking

In response to an email from a resident regarding the dangerous parking of construction vehicles along and adjacent to Church Lane, the Clerk undertook to ask Chris Howard to look at the Construction Management Environmental Plan and Construction Management Project Plan to ensure that they were being adhered to.

21/PC/124 **Project Schedule**

124.1 Cllr. Peer noted that she had attended a meeting to discuss the proposed development for 4500 at Halls Farm with Cllrs. Grimes, Lias, and James, the Chair, Planning Chair of the Arborfield and Newland parish council, residents of Arborfield with specialist knowledge and B/Cllrs Frewin, Patman and Rance and Cowan.

124.2 The meeting considered joining forces to fight the development and the formation of a working party. SPC considered that a proposal for a development in another part of the borough may be helpful and had committed to assisting with this.

124.3 Arborfield and Newlands parish council had put aside a budget of £12k for work relating to Halls Farm.

124.4 12Members considered the impact of the development on Shinfield, the views of the University of Reading and the Local Plan Update in relation to what extent SPC might get involved in joint working.

124.5 It was **PROPOSED** that a working party be set up and budget allocated for responding to the Halls Farm Development, Local Plan Update, and an assessment of the resulting Impact of Traffic in Shinfield (to be carried out by Motion) and that a budget of £8k allocated to enable a response by 24 January 2022.

Proposer: Cllr. Grimes Seconded: Cllr. Brown Unanimously Agreed

124.6 It was **PROPOSED** that Cllr. Lias and Cllr. Peer would be on the working party

Proposer: Cllr. Grimes Seconded: Cllr. Brown Unanimously Agreed

Cllr. Grimes agreed to speak with Winnersh Parish Council Chair with a view to Winnersh Parish Council joining the working party and contributing to any costs involved.

124.7 It was **PROPOSED** that a budget of £8k be set aside for the working party.

124.8 A review of the remaining project schedule was deferred to the next meeting.

21/PC/125 **Date of Next Meeting:** To be confirmed

The meeting ended at 22:05

Action points

Ref:	Action:	By whom:
	Speeding measures	
75.3.3	Deputy Clerk to ascertain whether WBC had a safer routes programme or safer street speed policy in place and to write to the resident noting that there was limited action that could be taken by SPC and encouraging the resident to contact WBC with their concerns.	Deputy Clerk
92.1	Clerk to contact Grazeley residents to ensure plans for village gates are in line with their requirements. Clerk to add village gate proposals to next P&H agenda	Clerk Clerk
112.1.1.3	Clerk to invite John Russell, Motion to present to members a plan for addressing speeding measures in the parish and a strategy for getting the measures approved.	Clerk
	Other Actions	
77.9	Deputy Clerk to arrange cyber crime training for councillors and staff prior to it being offered to residents.	Deputy Clerk
92.2	Clerk to ask WBC to replace bulb in light post 4 Wheatfields Road with LED bulbs.	Clerk
94.1	Cllr. Grimes to write to Marcia Head, WBC to note that the One Stop shop issue had been resolved locally and asking WBC to address training issues relating to the advice given by WBC Enforcement Team	Cllr. Grimes
109.1.1	Deputy Clerk to contact WBC about planning applications that could not be located on the planning portal.	Deputy Clerk
109.2	Deputy Clerk to add planning application numbers to the agenda to aid discussion	Deputy Clerk
109.1.5	Clerk to update the SPC website signposting residents to planning applications and encouraging them to contact SPC with any comments that they may have.	Clerk
110.2	Cllr Peer to set up a meeting in late November with B/Cllrs Frewin, Cowan and Rance, and Aborfield Parish Council to discuss the consultation.	Cllr Peer
110.3	Clerk to send note of condolence to B/Cllr Cowan	Clerk
113.1	Cllr Grimes to draft a response site allocation in respect of the Finchampstead Neighbourhood plan	Cllr Grimes
114.2	Cllr Lias to provide details of informal hearing in respect of Brookers Hill appeal to Cllr Emmment. Cllr. Emmment to attend meeting	Cllr Lias/Emment
114.4	Cllr. Emmment to provide Deputy Clerk with information about Speedwatch volunteer role to enable her to place an advert for volunteers on the SPC website and FB page with Cllr. Emmment as contact.	Cllr. Emment/Deputy Clerk
120	PA 213681 Clerk a to provide exact location in the Neighborhood Plan where this comment was made, to add to SPC's comments.	Clerk
122.3.1	Clerk to check whether a covenant existed on land in relation to footpath 28 and to diary item for one year's time.	Clerk

123.1.2	Clerk to contact Motion to request that their report on the Crossfield School Travel Plan included statements on the plan in relation to the climate emergency declared by WBC.	Clerk
123.2.5	Cllr. Lias put together a proposal detailing the type of sign required, where they should be sited, and when the work was expected to be completed by and be delegated authority to purchase the signs up to £16k once approval was obtained from WBC.	Cllr Lias
123.2.6	The Clerk to forward the proposal to WBC ask for report back on timescales and progress stating an intention for the gates to be installed during the 2021/2022 financial year.	Clerk
123.4	Clerk to ask enforcements to look at the Construction Management Environmental Plan and Construction Management Project Plan to ensure that they were being adhered to in respect of a complaint received from a resident about parking in Church Lane.	Clerk

Planning stats:

Number of plans reviewed (Civic year to date)	
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Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes (F&GP) Committee held on Wednesday 8 December 2021 at School Green Centre commencing 19.30 hrs.

Present: Cllrs I Clarke, L James (Ch), D Peer

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary) Jane Mason (Finance Manager)

Ref: Minutes

21/FGP/52 **Public Questions**

There were no public questions.

21/FGP/53 **Apologies and declarations of members' interests**

53.1 Apologies were received from Cllr. Montgomery and Grimes.

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

21/FGP/54 **54.1 Minutes of the previous meeting**

The minutes of the previous meeting of 11 August were **AGREED** as a correct record of the meeting and signed by Cllr. James.

Proposed: Cllr. Peer

Seconded: Cllr. Clarke

Unanimously agreed

54.2 Actions

4.4.1.3 Cllr. Grimes to discuss options for external storage at the new community centre with AOC.

The Clerk noted that an external storage solution for the Facilities Manager's tools had been costed and approved and would be located behind the old parish hall.

4.4.3.4 Cllr Clarke/Clerk and Deputy Clerk to discuss planning permission for shipping containers on Millworth Lane

Cllr Clerk advised this was subject to receiving a detailed plan of the position of the containers as thus would be required for planning permission.

4.4.4 Clerk to write to SPC solicitor to request that the land swap documents were expedited.

The Clerk confirmed that a valuer would be assessing the Century Drive playground in order for SPC to assess whether it would balance the value of the proposed land swap with WBC.

9 Cllr James to consider options for land purchase in the parish with a view to developing community assets.

It was confirmed that this was now being dealt with through the Development Board.

34.1.2 Cllr. Grimes to obtain information from Lifebuild on when access for SPC staff to the community centre might be possible.

This item was noted as complete.

46.1.2 Deputy Clerk to provide minute approving the holding of the general CIL fund from previous committee meeting

The Clerk undertook to circulate a note of the investment spread used by CCLA and to place it on the next FC meeting.

46.1.3 Cllr Peer to research possible costs involved for the installation of underground bottlebanks at School Green

This item was noted as complete.

46.1.4 Cllr Grimes to investigate possible available farmland to be purchased by SPC as community asset

This item was noted as ongoing.

54.3 Matters Arising

There were no further matters arising.

21/FGP/55 Financial Reports

55.1 Bank reconciliations as at end of 31 October 2021

Cllr. James confirmed that he had reviewed the bank reconciliations earlier that day and that all was in order. Members **NOTED** the report.

55.2 School Green Centre LifeBuild Contract

55.2.1 It was confirmed that payment had been made for most of the building work at the School Green Centre but acknowledged that some payment was outstanding.

55.2.2 The Clerk confirmed that - several aspects of the work were yet to be completed. These included installation of the gates to the rear of the centre, turfing of the courtyard and commissioning of the kitchen. Weekly contact with the Project Manager was taking place but no commitment had been made to completing the work to date. It was requested that AOC provide an estimate for the remaining work. The Clerk undertook to contact Cllr. James by the end of the week if no progress had been made who would then follow up with AOC.

20/FGP/56 Financial Forecast and Planning

57.1 Actual vs Budget vs Forecast expenditure as at 31 October

57.1.1 Cllr James gave an overview of the expenditure forecast report circulated prior to the meeting highlighting the following points:

- Work at Millworth Lane and School Green Centre had been delayed which had affected income.

- There had been an underspend in areas such as youth provision due to the pandemic which helped to offset some of the loss of income.
- An increase in running costs mostly due to the opening of the School Green Centre was likely to see an increase in the precept. The number of new houses in the parish which would help determine the precept was as yet unknown.

It was **PROPOSED** that the Actual vs Budget vs Forecast expenditure Report was **APPROVED**.

Proposer: Cllr. Peer Second: Cllr. Clarke Unanimously Agreed

57.2 Budget per committee 2022/23 for recommendation to Full Council

Cllr. James gave an overview of the report detailing the proposed budget for each committee for 2022/2023 circulated prior to the meeting.

It was **PROPOSED** that the budget per committee be recommended to Full Council.

Proposer: Cllr. Peer Second: Cllr. Clarke Unanimously Agreed

57.3 Overall budget for 2022/2023 for recommendation to the Full Council

57.3.1 Cllr. James gave an overview of the proposed full budget as circulated prior to the meeting.

57.3.2 It was **PROPOSED** that the full budget be recommended to Full Council.

Proposer: Cllr. Peer Second: Cllr. Clarke Unanimously Agreed

57.3.3 Thanks was given to the Finance Manager for her work in compiling the budgets.

57.4 Forecast Reserves to 31 March 2022

57.4.1 Cllr. James gave an overview of the reserves document circulated prior to the meeting highlighting the following:

- Reserves were expected to be in the region of £1.59m by year end.
- Earmarked reserves included items such as repairs and renewals, highways improvements, elections, and general planning issues.
- It was anticipated that there would be £1.6m of unallocated CIL funds available. There were four years in which to spend this. It was not known whether more CIL funding would become available given the expansion of AWE's Emergency Planning Zone which had impacted the opportunity for development in the area.

57.4.2 Cllr. Clarke acknowledged the possible impact of reduced income from CIL on plans for the Spencers Wood recreation ground redevelopment. It was **AGREED** that this would be kept under review ensuring that expenditure was in line with best interests of residents.

57.4.3 It was **PROPOSED** that the Reserves Forecast was **APPROVED**.

Proposer: Cllr. Peer

Seconded: Cllr. Clarke

Unanimously Agreed

57.5 Notice of Band D Equivalent Properties for 2022/2023

The Clerk stated that the notice of Band D equivalent properties detailing how many new houses had been occupied had not yet been received but was due by the end of the week in time for consideration at Full Council.

21/FGP/58 Correspondence

There were no items of correspondence received.

21/FGP/59 Date of Next Meeting: TBC

The meeting closed at 21:05.

List of Actions

4.4.3.4	Cllr Clarke/Clerk to discuss planning permission for shipping containers on Millworth Lane	Cllr. Clarke/Clerk/Deputy Clerk
4.4.4	Options for resolving land swap issues around equity of value under discussion.	Clerk /Cllr Grimes
46.1.2	Clerk to place the CCLA spread of investments on the next Full Council Meeting	Clerk
46.1.1	Cllr Grimes to investigate possible available farmland to be purchased by SPC as community asset	Cllr Grimes
55.2.2	Clerk to contact Cllr. James by the end of the week if no progress had been made who would then follow up with AOC regarding outstanding work on School Green Centre.	Clerk

4.4.1

Minutes of meeting of the Sports Strategy Working Party held at 9.45 a.m. 29th November, 2021 at Millworth Lane Recreation Ground.

Present: I Clarke (Chair), P Emmet, E Brown.

Apologies: J. Westmoreland

1. Purpose of meeting

To assess the works required to put the Millworth Lane Pavilion into a serviceable condition.

2. Observations

- i. The meeting was hampered by the absence of John Westmoreland and poor internal access due to the Pavilion being used (abused?) as a dumping ground by the sports club members and as an overspill storage area by SPC inside and outside the building.
- ii. The inside of the building is crammed with surplus or temporary homeless SPC furniture, chairs, plus sports club equipment and unserviceable sports sundries stuffed into every available space.
- iii. Outside the building is metal stacking racks for chairs, sundry bits and pieces of sports equipment and over flowing wheelie bins etc.
- iv. The identified repairs or improvements cannot be made until all the sports equipment and SPC materials have been removed

It is recommended that a target date be set for this early next year and a skip hired to remove any unclaimed materials.

3. Summary of works identified

Internal

i. Electrical.

- Upgrade electrical circuitry per quotation received (£4000.00?)
- Remove electricity supply to hot water storage cylinder if not included in received quotation.
- Safety test cooker hob, microwave oven, hot water boiler and any other electrical kitchen or portable electrical appliances if not included in received quotation.
- Quotation details to be provided by Parish Clerk

ii. Plumbing.

Quotation to be obtained to:

- Remove hot water storage cylinder.
- Remove cold water tank and supply pipes from roof space
- Remove unused showers (shower room to be converted into a controlled storage area.)
- Remove water supplies from referees room
- Install an under-counter instant water heater in the cupboard below the kitchen sink
- Convert the toilets adjacent to the kitchen into unisex and install an under-counter instant water heater for the hand basin.
- Re-label doors "unisex"

- Supply and fit new taps to the kitchen sink and unisex toilet basin.
- Test function of all four toilets and repair as required.
- Test function of modified water system

iii. Decorations

Quotation to be obtained to:

- Prepare all ceilings and paint with white emulsion paint.
- Prepare all walls and paint with magnolia emulsion paint.
- Prepare door frames, non-PVC window frames and skirting boards and paint with white emulsion

iv. Cleaning

Quotation to be obtained to:

- Deep clean of all surfaces
- Clear kitchen cupboards and surfaces of all extraneous materials and thoroughly clean
- Wash and store in the kitchen cupboards any retained crockery or utensils
- Clean cooker hob, microwave oven and any other kitchen appliances
- Clean thoroughly the refrigerator and any other white goods.
- Clean thoroughly toilets adjacent to kitchen and in changing rooms (total four)
- Thoroughly vacuum and shampoo club room carpet.
- Cover cleaned carpet with protection sheets.
- (Above works to be done on completion of plumbing and electrical repairs, and prior to redecoration)
- Make a regular clean of whole interior on completion of all works prior to reopening to the public

External

i. Quotation to be obtained to:

- Replace approximately 6 metres of missing guttering at front of building.
- Clean and repair remaining guttering as required.
- Clean exterior of the building (power wash?) to remove marks left by footballs kicked against walls and other marks.
- Remove to a skip for scrap any unclaimed sundry materials littering the immediate area surrounding the building.

4. Conditions of Use

Amend conditions of use to include an expectation that the facilities provided will be respected and left in a clean and tidy condition after each use..

Eddie Brown

29th November 2021

Minutes of meeting of the Sports Strategy Working Party held at 9.45 a.m. 3rd December, 2021 at Millworth Lane Recreation Ground.

Present: I Clarke (Chair), P Emment, E Brown, John Westmoreland, Raymond Barclay (Football Club), Chris Young (Shinfield Association)

Apologies: J. Westmoreland

1. Purpose of meeting

To identify ownership of sports equipment and non-SPC furniture held in Millworth Pavilion and adjacent storage sheds and agree a clearance plan.

2. Materials Identified

- All the non-SPC furniture and sports equipment within the Pavilion belong to the Cricket Club. Ian Clerk will contact Shashank Garg (Shanks) to request removal as soon as possible.
- A large range of cricket and football equipment plus ground maintenance equipment is held in external storage sheds or held in the open.
- Raymond Barclay identified football club owned items held in the open for either scrap or retention and would return with keys to check storage sheds.

3. Additional works required inside Pavilion

Water Heating

- Install two electric water heaters (instead of four considered at previous meeting) after the existing hot water system has been stripped out:
- One heater at the changing room end of the building to provide hot water for the two hand basins
- One heater at the kitchen/toilets end of the building to provide hot water to the kitchen sink and toilet hand basin.
- The number of power points required to be confirmed.

Plumbing

- Chris Young to provide the names of trusted local plumbers for quotation purpose

4. General

- Contractors working on ground clearance works were doing a very good job and seemed keen to co-operate with SPC
- The shipping containers adjacent to the parking area were removed from site during the course of the meeting.

Eddie Brown

5th December, 2021

Report from Clerk to Council	
Committee	Full Council
Committee date	20 December 2021
Report date	12 December 2021

Leases/licenses

- Café License agreed
- Pre-school License in final stage of production

Legal

- Valuation on TMX and Century drive
- HOT for Alder Grove school filed passed to solicitors

Other

- Motion Objection to Crosfield Travel Plan sent
- Update on SGC snagging
- Planters bought
- Christmas Tree up
- Christmas Cards sent
- Heroes Evening
- Socially distanced FC planned
- Chargers installed and John has an account with BP Pulse to charge van
- AV commissioned
- WiFi in Jan

**MINUTES OF A MEETING OF THE
BOROUGH PARISH LIAISON FORUM
HELD ON 4 OCTOBER 2021 AT 7.00 - 8.15 PM**

Councillors Present

Michael Firmager (Chairman) and Bill Soane

Parish/Town Council Representatives

John Halsall	Remenham Parish Council
Adrian Mather	Wokingham Town Council
Roland Cundy	Finchampstead Parish Council
Shaun Hanna	Winnersh Parish Council
Mike Heath	Charvil Parish Council
Geoff Littler	Earley Town Council
Roy Mantel	Twyford Parish Council
Dawn Peer	Shinfield Parish Council
Pam Stubbs	Barkham Parish Council
Steve Bromley	Finchampstead Parish Council
Trefor Fisher	Sonning Parish Council
Alistair Neal	Earley Town Council
Geoff Harper	Winnersh Parish Council
Liz Halson	Clerks Forum

Officers

Neil Carr (Democratic Services)

14. APOLOGIES

Apologies for absence were submitted from Stephen Conway, Gregor Murray, Majid Nagra, Aaron Plume and Jan Nowecki.

15. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 21 June 2021 were agreed as a correct record and signed by the Chairman.

16. MATTERS ARISING

The following matters arising were noted:

Homelessness – it was confirmed that the presentation on this item would be submitted to the meeting of the Forum in February 2022.

Rights of Way – it was confirmed that an update be sought on the proposed workshop on opportunities for joint working on public Rights of Way.

17. DECLARATIONS OF INTEREST

There were no declarations of interest.

18. PLANNING APPLICATION NOTIFICATIONS

The Forum considered a report, set out at Agenda pages 9 to 13, which gave details of two requests for discussion of the process for publicising Planning applications.

The first request had been submitted by Al Neale (Earley Town Council) and related to feedback from residents in Earley that WBC was not providing a good service in relation to communication with residents on planning applications.

The second request followed the consideration of a report on publicity for planning applications by the WBC Community and Corporate Overview and Scrutiny Committee on 21 June 2021.

The report gave details of the process for involving the community, residents, businesses and others during the preparation of planning policy and the consideration of planning applications. The process was set out in the WBC Statement of Community Involvement.

Al Neale and Geoff Littler gave details of the situation in Earley which had a large number of householder applications. As WBC carried out the minimum consultation the Town Council received frequent complaints from homeowners who were not adjacent to the site in question.

Roland Cundy and Dawn Peer commented that this was an ongoing issue for other Town and Parish Councils. Liz Halson stated that this issue had also been raised at earlier meetings with Town and Parish Clerks. It was felt that a review of the current procedures would be useful.

Forum members suggested that the issues relating to the notification of planning applications be considered again at the next meeting of the Forum in February 2022, with WBC Planning officers in attendance to respond to Member questions.

RESOLVED That:

- 1) the update report on Publicity for Planning Applications be noted;
- 2) the issues raised in the report be considered further at the meeting of the Forum in February 2022;
- 3) representatives of the WBC Planning team be invited to attend the February 2022 meeting to answer questions from Forum members.

19. COMMUNITIES COVID RESPONSE

The Forum considered an update on the ongoing WBC response to the Covid-19 pandemic.

Chris Long, WBC's Communities Covid Response Lead, addressed the Forum, giving details of current challenges and progress. Chris highlighted the following points:

- The Covid rate in the Borough had recently shown a steady increase, currently standing at 311 per 100,000.
- Since the beginning of the pandemic there had been 327 Covid related deaths in the Borough.
- The recent increase in transmission had been led by younger age groups – 12-19 year olds.

- The local vaccination rollout was progressing well with 83.5% of over 16s having received the first dose and 77.8% having received both doses.
- The wards with the lowest uptake in vaccinations were Finchampstead South, Norreys and Wokingham Without.
- WBC officers were investigating any evidence of anti-vax activity in the Borough.
- The surgery-led vaccine booster programme had commenced – starting with the over 50s and clinically vulnerable groups.
- WBC officers were supporting community events and were investigating any take-up issues amongst specific groups.

Members of the Forum raised the following points:

In relation to the reported low take up in Finchampstead South, could the location of pop-up clinics be reviewed to make them more accessible, e.g. adjacent to the Co-op.

There was positive feedback about the pop-up testing unit at ASDA in Lower Earley. Staff were friendly and helpful.

What were the current pressures on the Royal Berks Hospital? Chris confirmed that there had been concern about pressure on the Royal Berks following the Reading Festival and the return from summer holidays. At that point the local rate stood at 470 per 100,000. The rate had come down since but there was clearly concern about a further rise in hospital admissions combined with a potential flu outbreak and the significant backlog of non-Covid medical issues.

What were the factors behind the low vaccination take up in Wokingham Without? The potential reasons were being investigated but there were possible implications from the number of Gypsy, Roma and Travellers in the area. Also, the number of agricultural workers living in the ward. More generally, there was some vaccine hesitancy among pregnant women. The NHS was reassuring women that the vaccine was safe and effective during pregnancy. However, the data indicated that a significant proportion of the most critically ill Covid patients were pregnant women who had not been vaccinated. Chris stated that WBC was looking at measures to increase awareness amongst pregnant women of the vaccine's safety and efficacy.

RESOLVED That:

- 1) Chris Long be thanked for attending the Forum to update members on the Borough's response to the Covid-19 pandemic;
- 2) Chris Long feed in the comments and suggestions from the Forum to the WBC response;
- 3) Chris Long be invited to attend the Forum's next meeting in February 2022 to provide a further update on the pandemic.

20. TREE PROTECTION - WORKING WITH TOWNS AND PARISHES

The Chairman stated that, due to WBC officer unavailability, this item would be deferred to the next meeting of the Forum in February 2022.

In the meantime, the Chairman provided the following update for members of the Forum:

- WBC officers were in the process of developing a Tree Strategy for Wokingham Borough. The strategy would include Council owned trees, woodland management, trees and planning, climate change and carbon sequestration, street trees, etc.
- An action plan would be produced as part of the strategy and officers would soon be engaging with each of the Town and Parish Councils for input into the strategy. Officers would also be working with other stakeholders including the Wokingham District Veteran Tree Association, schools and other landowners to develop the strategy.
- WBC has recruited a new project manager to support with the delivery of the Climate Emergency 250,000 tree planting project. The officer, Laura Buck, was liaising with various stakeholders and would be approaching Town and Parish Councils shortly to discuss opportunities relating to third-party land.
- The number of TPOs being served across the Borough had increased significantly over the past few years as we continued to protect valuable trees. In line with this, the number of Tree Works Applications being submitted to carry out works to protected trees had also increased.

RESOLVED: That the item be deferred to the next meeting of the Forum.

21. CLIMATE EMERGENCY - PLANTING 250,000 TREES ACROSS THE BOROUGH

The Chairman stated that this item was linked to Item 20, above, and would also be deferred to the next meeting of the Forum in February 2022.

RESOLVED: That the item be deferred to the next meeting of the Forum.

22. PUBLIC PROTECTION PARTNERSHIP

Bill Soane gave an update on the WBC decision to bring elements of the Public Protection Partnership (PPP) back in house from 1 April 2022. The current PPP was a shared service delivering Environmental Health, Licensing and Trading Standards across Bracknell, West Berkshire and Wokingham Borough. The service currently covered over 450,000 people and 10,000 businesses across the three local authority areas.

Bill explained that the decision to bring the service back in house stemmed from the belief that there were a number of areas where WBC could deliver improvements in service for local residents. Examples included the handling of anti-social behaviour and noise nuisance complaints. WBC intended to bring in a 24/7 service for these issues which would benefit residents, for example at weekends.

At the same time, it was felt that certain elements of service would be best left within the PPP. Examples included quality fraud cases, proceeds of crime and food standards.

WBC had appointed a new Head of Service and was progressing with the transition to meet the April 2022 handover target.

RESOLVED: That Bill Soane be thanked for providing an update on the changes to the Public Protection Partnership.

23. FUTURE AGENDA ITEMS

The Chairman noted that the following items would be considered at the next meeting of the Forum in February 2022:

- Planning application notification to residents;
- Tackling homelessness in the Borough;
- Update on response to the Covid-19 pandemic;
- Tree Protection – working with Towns and Parishes;
- Climate Emergency – planting 250,000 trees across the Borough;
- Provision of public toilets across the Borough.

RESOLVED: That any further potential agenda items be submitted to Neil Carr at WBC.

24. DATES OF FUTURE MEETINGS

RESOLVED That:

- 1) meetings of the Forum be held on 7 February and 11 April 2022 (7pm start);
- 2) the potential for holding future meetings away from the WBC offices at Shute End be explored further.

The Fields Neighbourhood Action Group (NAG)

(covering Arborfield, Barkham, Farley Hill, Riseley, Shinfield, Spencers Wood, Swallowfield and Three Mile Cross)

(formerly Shinfield & Swallowfield NAG)

Friday 26th November 2021

Via Zoom video conferencing and at Arborfield Village Hall

Draft Minutes of the 2021 ANNUAL GENERAL MEETING

Chris Young (Shinfield Assoc) NAG Chair	CY	+	Jan Heard (Arborfield Resident)	JH	-
Doreen Couzens (Shinfield Park) NAG Vice Chair	DC	+	David Heard, (Shinfield)	DHe	-
Paul Stevens (A & N PC) NAG Secretary	PS	+	Kerry Taylor	KT	-
CLlr Jim Frewin (BC for Shinfield South)	JF	+	Yvonne Whiting (Shinfield Park)	YW	-
CLlr Gary Cowan (BC for Arborfield & Newland)	GC	+	John Edwards (Three Mile Cross resident)	JE	-
CLlr Barry Patman (BC for Shinfield South)	BP	-	Rod Vaughan (Spencer's Wood Resident)	RV	-
CLlr Parry Batth (BC for Shinfield North)	PB	+	Patricia Green (Spencer's Wood)	PG	-
CLlr Stuart Munro (BC for Shinfield)	SM	-	June Allen (Spencer's Wood South resident)	JA	-
CLlr Mark Picken (Chair - Arborfield & Newland PC)	MP		Henry Bennett (Riseley Resident)	HB	-
CLlr Margaret McDonald (Swallowfield PC)	MM	+	Simon Cooper (Grazeley Resident)	SC	-
CLlr Dawn Peer (Shinfield PC)	DP	-	Simon Broadbear (Arborfield resident)	SB	-
Ellen Tims (Clerk - Barkham PC)	ET	-	Holly Galvin (Arborfield Resident)	HG	-
Liz Halson (Clerk - Swallowfield PC)	LH	-	Myra Durham (Arborfield Resident)	MD	-
Barbara Mumford (Clerk- A&NPC)	BM	-	Amanda Tucker (Arborfield resident)	AT	-
Sgt Paul Bentley (TVP)	SGTPB	-	Dawn Hoskins (Arborfield resident)	DH	-
PC Richard Probert (TVP)	RP	-	Laura Edmonds	LE	-
Sgt Tim Woolford (TVP)	TW		Sheila Davis (Spencer's Wood resident)	SD	-
PCSO Karen Bird (TVP)	KB	-	Hazel Silver (Arborfield Resident)	HS	-
PCSO Vicky Lendrum (TVP)	VL	+	Brian Wood (Shinfield resident)	BW	-
PCSO Chris Scullin (TVP)	CS	-	Gillie Gray (Spencer's Wood South resident)	GG	-
PCSO Bethany Baker (TVP)	BB	-	Robin Adler	RA	-
Zoran Matic (WBC Community Warden)	ZM	-	Ivan Sayer	IS	-
Johan Baker (WBC Adult Safeguarding)	JB	-	Sarah Stam (Swallowfield)	SS	-
Rev Nathan Hunt, (Shinfield Baptist Church)	NH	-	Shabina Maher (WBC)	SM	-
Katy Bennett (Crest Nicholson - Arborfield Green)	KB	-	Nicky Brown (Arborfield resident)	NB	-
Joyce Stoner (WBC)	JS	-	Katie Wery (Arborfield resident)	KW	-
Mark Tomlinson (WBC)	MT	-	Mark Warden (Arborfield resident)	MW	-
Ian Fullerton (Swallowfield PC)	IF	-	Karen Collins	KC	-

Present (+) Absent (-)

- Welcome and apologies for absence** – CY welcomed everyone to the first meeting of the Fields NAG held as a Hybrid meeting via Zoom conferencing and live at Arborfield Village Hall. Apologies were received from Brian Wood, Patricia Green, Dawn Peer, Dawn Hoskins and Shabina Maher
- Minutes of last AGM held 9th December 2020** – the minutes were agreed and signed by CY
- Matters arising** – There were no matters arising
- Chair's Report** – CY confirmed that meetings may be able to return to the Shinfield Community Centre at School Green now that building work is almost complete. He will check availability.
ACTION CY

The Chair's Annual report is below as Appendix A

5. **Election of Officers** – CY and DC and PS are all happy to continue. No other nominations were received and it was agreed that CY would continue as Chair, DC would continue as Vice Chair and PS would continue as Secretary.

6. **AOB** - None

There being no further business the meeting closed at 10.13 am.

Appendix A

THE FIELDS NEIGHBOURHOOD ACTION GROUP

CHAIRMAN'S REPORT 2021

This report covers the period since the AGM and Business meeting of 9 December 2020

The restrictions of Covid 19 regulations in late 2020 led to the postponement of the 2020 AGM by a month, to 9 December, since which four business meetings have been held (3 February, 28 April, 23 June and 15 September) via Zoom conferencing. The problem of traffic congestion around the One Stop Shop at Spencers Wood has continued through the year, together with car racing and off-road vehicle events in the Arborfield area, with the latter now being addressed by Wokingham Borough Council. The Spring saw an outbreak of vandalism involving catapults and pellet guns damaging windows and other property in Shinfield and Arborfield. Problems of overlong grass and other growths in road verges and on roundabouts led to complaints of poor sight-lines for road users during the early summer, but these were dealt with by WBC and housing developers as appropriate.

Meetings of the Chairs and Vice-chairs of other NAGs in the Wokingham area with the Local Police Authority Commander to exchange information and concerns have not been held since 12 February 2021.

My thanks to all who have given their time and contributed to the meetings that we have been able to hold and particularly to Doreen Couzens (Vice Chair), and to Alison Ward as our Secretary. Alison retired as Secretary during the course of 2021 and I am very grateful to Paul Stevens for taking on the role so willingly. Regular reports on crime and police activity by PC Taranczewska have formed an invaluable part of our discussions for the past 10 years and we wish her well in her new position. Karen Collins and her colleagues Beth Baker and Chris Scullin of Thames Valley Police will continue the liaison role at future meetings. Particular thanks are due to Arborfield Parish Council for the use of its Zoom account to allow the holding of virtual meetings and for arranging face to face meetings at Arborfield Village Hall.

Chris Young

Chairman

November 2021

The Fields Neighbourhood Action Group
(covering the Civil Parishes of Arborfield, Barkham, Shinfield and Swallowfield)

(formerly Shinfield & Swallowfield NAG)

Friday 26th November 2021 at 10.00

Via Zoom conferencing and at Arborfield Village Hall

DRAFT MINUTES

Chris Young (Shinfield Assoc) NAG Chair	CY	+	Jan Heard (Arborfield Resident)	JH	-
Doreen Couzens (Shinfield Park) NAG Vice Chair	DC	+	David Heard, (Shinfield)	DHe	-
Paul Stevens (A & N PC) NAG Secretary	PS	+	Kerry Taylor	KT	-
Cllr Jim Frewin (BC for Shinfield South)	JF	+	Yvonne Whiting (Shinfield Park)	YW	-
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Mark Tomlinson (WBC)	MT	-	Mark Warden (Arborfield resident)	MW	-
Ian Fullerton (Swallowfield PC)	IF	-	Karen Collins	KC	-

Present (+) Absent (-)

- 1. Introductions** – CY welcomed everyone to the meeting and thanked them for attending
- 2. Apologies for absence** – Apologies were received from Brian Wood, Patricia Green, Dawn Peer, Dawn Hoskins and Shabina Maher
- 3. To agree the minutes from the meeting held on Wednesday 15th September 2021** – the minutes were agreed as a true record. Minutes signed by DC
- 4. Fields NAG Website** – PS to send a link and logo for the Fields NAG website to the Parish Clerks so they can put a link to the NAG website on the PC websites. **Action PS**

5. **Fields NAG email distribution list** – Agreed to remove from the mailing list anyone who has not signed and returned GDPR agreement and signed the updated NAG constitution by December 31st
6. **WBC Local Plan Update** – It was noted that the Revised Local Plan Update would have a major impact on the area covered by the Fields NAG. Encourage all residents to respond to the consultation and attend the public or online meetings if possible.
7. **Police Report** – PCSO Vicky Lendrum reported the crime figures from 16th September to 26th November.
 - 7.1 ASB Community 19
ASB Environmental 3
ASB Personal 7
Burg Business 3
Burg Res 4
Crim Dam 20
Robbery 1
TFMV 17
Taking of MV 6
Taking of pedal cycle 1
Problem solving 1
 - 7.2 ASB Figure includes smoking cannabis at properties for which warnings are given. If reporting Drug Dealing (incidents occurring throughout the Fields area) then good intelligence needed such as descriptions, car registrations etc. Must be reported to the Police (Phone 101, TVP website or Crimestoppers) not posted on Social Media.
 - 7.3 Speed Watch scheme now up and running. More volunteers needed.
8. **Area Reports – (in alphabetical order)**
 - Arborfield**
 - i. Parking and speeding problems on Eversley Road. Expected that Village Improvement Scheme will help resolve this
 - Barkham**
 - i. No items reported.
 - Grazeley**
 - i. No items reported.
 - Riseley**
 - i. No items reported.
 - Shinfield Rise**
 - i. DC and PB visited the area to look at some of the traffic and parking issues.
 - ii. Speeding continues to be a problem
 - Shinfield North**
 - i. No items reported
 - Shinfield Village**
 - i. Construction lorries were creating problems by stopping at inappropriate places
 - Spencer's Wood**
 - i. Fly tipping increased particularly at Lambs Lane.
 - Swallowfield**
 - i. Ian Fullerton has set up a Speed Watch group

- ii. New Councillor David Lamont proving to be very helpful
- iii. New Web Site under construction

Three Mile Cross

- i No items reported.

AOB

- i Re: Hall Farm. It was noted that Green Belt can be developed on when a special case can be made
- ii John Halsall campaigning against development in Hurst and Remenham at the same time as representing the area.
- iii A “Southern Alliance” of Parishes and Counties affected by Revised Local Plan Update being formed to work together and share resources.
- iv Judy English to be added to mailing list.

9. **Future meeting dates** – Venue availability to be checked. 1st week in February if possible.

The meeting closed at 11.20

Signed:

Date:

Summary of Wokingham Borough Council CIL Topslice as of October 2021				
Parish/Town	Potential CIL from September 2021 statement*	Money Due (Invoiced by WBC, not paid)	Paid to Parishes October 2021	Total paid to Parish to date (including October 2021 payment)
Arborfield	£0.00			£131,927.01
Barkham	£72,333.65		£4,408.06	£206,166.83
Charvil	£0.00		£29,623.50	£239,608.59
Earley	£733,728.57	£915.02		£83,449.07
Finchampstead	£1,569,462.93	£455,100.60	£29,175.86	£808,373.34
Hurst	£13,709.78			£149,491.62
Remenham	£11,509.02			£34,889.15
Ruscombe	£0.00		£6,768.13	£101,330.43
Shinfield	£122,720.22		£1,094,191.74	£3,176,693.21
Sonning	£180,417.05		£23,414.22	£125,433.58
Swallowfield	£119,944.80	£33,723.06		£34,496.92
Twyford	£0.00		£799.17	£109,980.97
Wargrave	£100,285.00		£4,145.88	£86,795.67
Winnersh	£38,351.87	£26,862.46	£13.74	£57,312.41
Wokingham Town	£285,836.67	£195,894.87	£31,996.65	£1,794,885.78
Wokingham Without	£67,988.41			£727,308.23
Woodley	£108,473.49			£227,836.49
Total	£3,424,761.46	£712,496.01	£1,224,536.95	£8,095,979.30

* Liability Notices issued. Actual receipts will be dependent on development commencement and relief applied for/granted

Payments made to Swallowfield Parish Council												
Apr-16	Oct-16	Apr-17	Oct-17	Apr-18	Oct-18	Apr-19	Oct-19	Apr-20	Oct-20	Apr-21	Oct-21	TOTAL
	£3,108.70		£3,889.44	£3,889.44	£23,609.34							£34,496.92
CIL payments to be spent by												
Apr-21	Oct-21	Apr-22	Oct-22	Apr-23	Oct-23	Apr-24	Oct-24	Apr-25	Oct-25	Apr-26	Oct-26	
	£3,108.70		£3,889.44	£3,889.44	£23,609.34							
Total CIL spend	CIL remaining											
£34,496.92	£0.00											

Spend Details	
2017/2018	NIL SPEND
2018/2019	NIL SPEND
2019/2020	NIL SPEND
2020/2021	• £34,496.92 - Car Park Swallowfield Parish Hall

Future Commitments
Using all CIL funds towards upgrading car park at Swallowfield Parish Hall - awaiting final costings before going out to tender

[illegible]

Payments made to Twyford Parish Council												
Apr-16	Oct-16	Apr-17	Oct-17	Apr-18	Oct-18	Apr-19	Oct-19	Apr-20	Oct-20	Apr-21	Oct-21	TOTAL
£26,572.92			£6,416.11	£7,509.71			£18,819.32	£18,819.32	£2,397.51	£28,646.91	£799.17	£109,980.97

CIL payments to be spent by											
Apr-21	Oct-21	Apr-22	Oct-22	Apr-23	Oct-23	Apr-24	Oct-24	Apr-25	Oct-25	Apr-26	Oct-26
£26,572.92			£6,416.11	£7,509.71			£1,881.32	£18,819.32	£2,397.51	£28,646.91	£799.17
Total CIL spend	CIL remaining										
£26,572.92	£83,408.05										

Spend Details	
2017/2018	• £26,572.92 - Upgrading play facilities at King George V playing fields

2018/2019	NIL SPEND
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2019/2020	NIL SPEND
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Future Commitments	
• Gateways • Permanent planters • Extend tennis courts • Playground CCTV • New path around playground • Bug/ bird /owl boxes • Bus stop • Bench • Replacement fencing	• Install a water supply on park • New playground equipment • Extend sports pavilion • New hedge • Cycle rack • Football pitch drainage works • Speed indicator • New trees / community Orchard • Lectern information boards

[illegible]

Payments made to Wargrave Parish Council												
Apr-16	Oct-16	Apr-17	Oct-17	Apr-18	Oct-18	Apr-19	Oct-19	Apr-20	Oct-20	Apr-21	Oct-21	TOTAL
					£16,707.18	£8,938.89	£18,010.78			£38,992.94	£4,145.88	£86,795.67
CIL payments to be spent by												
Apr-21	Oct-21	Apr-22	Oct-22	Apr-23	Oct-23	Apr-24	Oct-24	Apr-25	Oct-25	Apr-26	Oct-26	
					£16,707.18	£8,938.89	£18,010.78			£38,992.94	£4,145.88	
Total CIL spend	CIL remaining											
£0.00	£86,795.67											

Spend Details	
2017/2018	NIL SPEND
2018/2019	NIL SPEND
2019/2020	NIL SPEND

Future Commitments
No Update

[illegible]

Outdoor Gym Proposal

We are looking to put in place varied outdoor container gyms within the Wokingham Borough. There will be a different base of equipment to Leisure Centres with a more functional, outdoor approach like tough mudder style and bootcamp training.

The design will consist of a branded 10ft or 20ft container gym with a functional rig attached including racks, rope pull/climb, boxing bag, monkey bars and more.

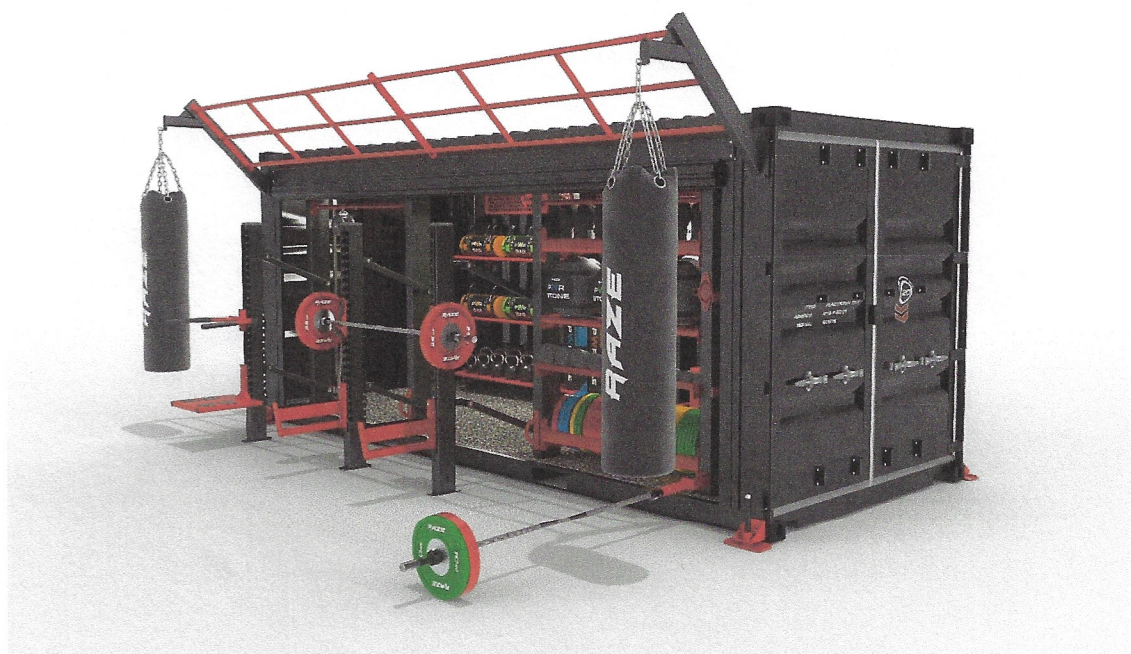
There will be a concrete base with a gradient to ensure water run off during high precipitation and the facility can be used all year round and all-weather conditions. The flooring will be outdoor gym floor tiles with a turf track for sled/prowler pulls. The container will have storage for all equipment from slam/medicine balls, dumbbells, kettlebells, and barbells.

The site will be inside fencing to secure the facility when not in use with a coded gate/padlock. There may be a gated system so when you book you can gain entry, but we are working on the fine details of that.

There will be a booking system/app – set opening hours and there will be PAYG and monthly memberships available and personal trainers are able to hire the space and equipment. All classes would be run by internal instructor or self-employed instructor and gym times monitored by an attendant.

We are looking into possibly lighting/canopy to increase the usage all year round – this may be a future development.

Example picture below of 20ft container



£35,000 Funded by Parish

CCTV Proposal

Town and Parish Councils have expressed an interest in purchasing CCTV from CIL money which would allow them more freedom to place cameras in areas that feel are needed.

We currently have 5 sets of cameras located in various areas of the Borough Hot spot areas. Signage must be displayed to inform people that CCTV is operating in that area which will be at an additional cost to be discussed.

The cameras that are used were purchased from Vodafone (costs below)

The cameras come in sets of three which include a bridging unit. They can all be used at the same time or just 2 of them. Idefigo the company that we have used to set the cameras up and provide training would also be able to offer a maintenance service, costs to be confirmed with company.

All cameras are battery operated and depending on how busy the location is they may need to be changed every 2 weeks.

Each T&P will have access to view the cameras 24 x7 once an account has been set up for them on a WBC computer. There is a standard charge of £55 per camera per month to view the images, this can be paid monthly or up front for 12 months.

Each Town & Parish will be able to decide on the location of the cameras and if they wish to pay Volker Highways to move them around a day rate of £623.28 (2021/2022 rate) will be charged (this includes the use of a scissor lift) or arrange another preferred contractor who will be required to have the necessary indemnity and liability insurance.

A note of caution is that they CCTV works better in areas that have good lighting when being used at night.

OPTION 1

SKU	Description	Unit Price	QTY	Total per year
IDPRO-KIT-03	IDCam Pro Remote Surveillance Kit – three cameras, one bridge and required batteries with Vodafone Global Roaming SIM.	£2,910.00	1	One initial cost
IDSUB-STD-No SIMM	"Standard Self Monitoring" - Capture, Communicate, Review	£55.00	Per camera of 3 bundle per month = £165	£1,980 per year
Grand Total				£4890

The above chart does not include the costs of moving cameras or battery changes these will be additional as agreed with Volk's, Idefigo or other.

OPTION 2

SKU	Description	Unit Price	QTY	Total per year
IDPRO-KIT-03	IDCam Pro Remote Surveillance Kit – three cameras, one bridge and required batteries with Vodafone Global Roaming SIM.	£2,910.00	1	One initial cost
IDSUB-STD-No SIMM	"Standard Self Monitoring" - Capture, Communicate, Review	£55.00	Per camera of 3 bundle per month = £165	£1,980 per year
Battery change and relocation	Battery change 2 x per month and 1 x relocation OR 2x battery change per month		1 x set of 3 plus bridging unit = £416.66	£4,992 per Year
Grand Total				£6,972 per year

The above chart includes the costs of Volkers moving CCTV and battery changes as part of the current schedule. Note that the £6,972 annual cost does not include the initial £2,910 cost.

Shinfield Parish Council - Regulation 121B Monitoring Report 2020/21

A Local Council must use CIL receipts passed to it to support the development of the local council's area, by funding—

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.

The Local Council will be required to publish the following report on its website and on the website of the Borough Council. The report should be published no later than 31st December following the reported year.

Regulation 121B Reference	Description	Amount
2(a)	Total CIL receipts for the reported year	£81,493.36
2(b)	Total CIL expenditure for the reported year	£398,600.00
2(c)	Summary of CIL expenditure during the reported year including- i) The items to which CIL has been applied ii) The amount of CIL expenditure on each item Project: 1. New Community Centre at Spencers Wood, Reading, Berks	£ 398,600.00
2(d)	Details of any notices received in accordance with Regulation 59E*, including: i) Total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year; ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the District Council by the end of the reported year	£0.00 £0.00
2(e)(i)	The total amount of CIL receipts for the reported year retained at the end of the reported year	£ 81,493.36
2(e)(ii)	The total amount of CIL receipts from previous years retained at the end of the reported year	£ 519,566.86

Regulation 59E – Recovery of CIL passed to Local Councils. This will apply where a Local Council has not spent its CIL in accordance with the CIL Regulations or has not spent CIL within 5 years of its receipt.

List of Payments made between 06/11/2021 and 12/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/11/2021	Castle Water Limited	351	442.43		Duplicate invoice
09/11/2021	Nigel Jeffries Landscaping Ltd	348	796.80		October Grass Cutting
09/11/2021	Select Environmental Services	349	46.67		Commercial Waste Bin SWP
09/11/2021	Euroloo Portable Toilets	350	345.44		Portable Loo , Millworth Lane
09/11/2021	Meta Fencing and gates	346	8,590.56		Bollards SWRG
09/11/2021	Kreatif Design Ltd	344	59.99		WEB SUPPORT
10/11/2021	Kelly Macrae	374	100.00	374	Refund Damage Deposit
10/11/2021	Berkshire Youth	352	30.00	352	Affiliation
16/11/2021	Alphabet (GB) Ltd	161101 DD	286.96		347/CONTRACT/Alphabet (GB) Ltd
18/11/2021	SSE Enterprise Contracting	362	157.10		Recharge Repairs Street Lights
18/11/2021	Lister Wilder	342	298.18		342/SERVICE/Lister Wilder
18/11/2021	Modulek Limited	363	20,910.00		363/RELEASE RETENTION/Modulek
18/11/2021	Came and Company Local Council	355	6,340.58		355/AMEND FOR SGC/Came and Com
18/11/2021	Kompan UK	359	534.57		359/CONTRACT PLAY AREAS/Kompan
18/11/2021	P S Murduck Land Services	364	635.94		364/CONTRACT/P S Murduck Land
18/11/2021	Associated Public Service Exce	361	684.00		Carbon Literacy Course IM
18/11/2021	PPL PRS Ltd	356	525.25		SGC Music Licence
18/11/2021	Berks Extinguisher Service	357	2,757.60		Supply Extinguishers SGC
18/11/2021	Berkshire Pest Control Ltd t/a	358	48.00		Wasp Nest - Millworth Lane All
18/11/2021	Greenbarnes Ltd	360	5,233.38		Information Boards Planning
18/11/2021	Select Environmental Services	306/53/49	2,356.18		Fem Hygiene Bins SWP
18/11/2021	MFG UK Ltd	340	1,720.50		340/CONTRACT/MFG UK Ltd
18/11/2021	Telefonika UK Ltd	181121DD	164.63		CONTRACT MOBILE PHONES
19/11/2021	12 Pay	B127CR	-77.00	B127CR	Payroll Licence
19/11/2021	12 Pay	B127 NEW	79.20	B127 NEW	Payroll Licence
19/11/2021	12 Pay	B127 CRX	77.00	B127CRX	12 Pay Licence
19/11/2021	12 Pay	B127 NEWX	-79.20	B127 NEWX	Licence
22/11/2021	SSE Energy Solutions	221101DR	598.31		Electricity New Centre
22/11/2021	Zoom Video Communications	ZOOM 22	43.16		404/SUBS ZOOM/Zoom Video Commu
24/11/2021	Employees	376	14,083.39	376	Net Pay November
24/11/2021	HMRC paye	377	4,034.47	377	NI & PAYE November
24/11/2021	Berkshire Pension Fund	379	60.74	379	November Contributions
24/11/2021	S Mathiyalgan	383	100.00	383	Refund S Mathiyalgan
24/11/2021	Krista Rizzo	382	105.00	382	Refund Krista Rizzo
24/11/2021	Kouy Young	384	288.64	384	Refund Council Expenditure
25/11/2021	W J Hatt Ltd	332	22,317.60		Water Trough Installations
25/11/2021	Sign Wise UK Ltd	368	132.00		Banner SGC Opening
25/11/2021	Meta Fencing and gates	370	14,530.14		Bollards 23MX
25/11/2021	Cripps Transport Ltd	372	1,653.60		Office Moves to SGC
25/11/2021	Alpha Furnishings Ltd	373	31,185.60		Furniture Cafe
25/11/2021	Gavin Fullbrook (Window Cleane	375	620.00		375/CONTRACT CLEANING/Gavin Fu
25/11/2021	Came and Company Local Council	380	50.13		Add premium Van to 17th De
25/11/2021	Project Audio Visual	381	15,532.97		Balance Audio Visual SGC

List of Payments made between 06/11/2021 and 12/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/11/2021	R H Hall Microwave Limited	388	2,044.80		Proforma Extraction System
25/11/2021	Henry Street Garden Centre	387	500.02		Xmas Tree School Green
25/11/2021	Heather Miller	371	56.99	371	Protective Clothing
25/11/2021	S L Clarke	367	5.00	367	Refund Key Deposit
25/11/2021	A Kapoor	366	5.00	366	Refund Key Deposit
25/11/2021	J Cornell	365	5.00	365	Refund key Deposit J Cornell
25/11/2021	Nest Pension Contributions	378	1,198.55	378	Nivember Contributions
25/11/2021	Alphabet (GB) Ltd	251101DR	25.00		347/CONTRACT/Alphabet (GB) Ltd
29/11/2021	Barclaycard Commercial	Nov State	3,927.27		Balance October
30/11/2021	Nigel Boyer	395	10.08	395	Mileage N Boyer
30/11/2021	Allstar Business Solutions Ltd	301101DD	46.82		333/FUEL CARD OCT/Allstar Busi
30/11/2021	LLoyds Bank	385	21.45	385	bank Charges & Fee October
01/12/2021	Wokingham Borough Council	403	285.00	403	Business Rates December
01/12/2021	Trade UK	TFR TUK07	64.17		Clear Balance 31st October
03/12/2021	Lloyds Bank plc	413	30.00	413	Fast Flow Charge CHAPS
03/12/2021	LIFE Build Solutions Limited	031201	172,530.00		Interim no 15 18/11/2021
06/12/2021	Kreatif Design Ltd	386	78.00		Web Support
06/12/2021	Rivervale	392	199.00		392/GAP INS VAN /Rivervale
06/12/2021	Wellers Law Group LLP	390	1,530.00		Legal Training - 3 days
06/12/2021	Butler Signs	391	1,540.08		SGC Sign Main Entrance Balance
06/12/2021	A1 Locksmiths (Berkshire) Ltd	394	446.00		Addl Work SGC Locks
06/12/2021	Came and Company Local Council	380	786.51		393/REVISED VAN INS/Came and C
06/12/2021	Meta Fencing and gates	396	2,462.40		Installation Information Signs
06/12/2021	Alexandra	389	109.08		Shirts Facilities
06/12/2021	I Montgomery	405	225.22	405	Course Expenses
07/12/2021	Burlington Uniforms	071201CR	-129.45		415/CREDIT GDS ON APPRVL/Burli
08/12/2021	CAB Reading	BACS	1,250.00	420	Grant CAB Reading 21/RA/73.1
08/12/2021	Spencers Wood Carnival	417	3,500.00	417	Spencers Wood Carnival
08/12/2021	ME2 Club	418	500.00	418	Me2 Club Grant 21/RA/83.1
09/12/2021	Keep Mobile Community Transprt	419	1,000.00	419	Keep Mobile 21/RA/83.2
10/12/2021	Euroloo Portable Toilets	416	334.26		416/CONTRACT MILLWORTH/Euroloo
10/12/2021	Laura J Haskins	421	100.00	421	Refund Damage Haskins
Total Payments			353,086.76		

List of Payments made between 01/11/2021 and 12/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2021	Buy Uniforms Now	B138	226.71	B138	FOH Uniforms - No Invoice
03/11/2021	B&Q	B139	300.00	B139	Christmas Tree
05/11/2021	Asda	B140	100.80	B140	Items for Opening
06/11/2021	Adobe Systems Software	B112	39.95	B112	Creative Cloud for Web
10/11/2021	Shuja Butt Traders	B117	120.31	B117	Paper Cups
10/11/2021	Goldentop Ltd	B125	19.99	B125	Collecting Bucket Rembrance
16/11/2021	Text Magic	B113	60.00	B113	Credit for Text Messages
16/11/2021	Text Magic	B114	24.00	B114	Credit for Text Messages
17/11/2021	Wokingham Borough Council	B115	35.00	B115	Parking Fine School Green
17/11/2021	Amazon EU	B121	11.13	B121	Accident Book SGC
17/11/2021	Benfei Technology GmbH	B122	14.19	B122	HDMI Cables
17/11/2021	Amazon EU	B123	37.06	B123	First Aid Kit
17/11/2021	SB Components	B124	13.67	B124	Face Shields for Staff
18/11/2021	Clothing Wholesalers Ltd	B118	19.47	B118	Hi Viz Jackets
18/11/2021	Xiamen Huach	B119	27.98	B119	Computer Rucksack
18/11/2021	Amazon EU	B120	24.51	B120	Fire Safety Log Book
19/11/2021	12Pay Ltd	B127	77.00	B127	Payroll Licence 1 Year
19/11/2021	12 Pay	B127 NEWY	-77.00	B127 NEWY	12 Pay Licence
19/11/2021	12 Pay	B127 FINAL	79.20	B127 FINAL	Software Licence
21/11/2021	Costco Wholesale	B116	60.75		Office Supplies
21/11/2021	Cook & Clark Christmas Trees	B128	100.00	B127	10ft Tree for Spencers W V H
24/11/2021	Community Speedwatch	B126	74.54	B126	Promotional Material
24/11/2021	Amazon EU	B141	39.20	B141	Case for Speed Gun
25/11/2021	Pukka Pads 2000 Ltd	B129	19.12	B129	Visitors Book
25/11/2021	Shine Mart Ltd	B131	164.97	B130	Projector Screen for SGC
25/11/2021	Shine Mart Ltd	B132	79.98	B132	Projector Stand SGC
25/11/2021	pulusi shenzhen	B133	55.97	B133	Cables for AV Equipment SGC
25/11/2021	YTECHUA Limited	B134	7.55	B134	Acrylic Sign Holder
25/11/2021	VOLC Ltd	B135	181.50	B134	Radar Gun
25/11/2021	Amazon EU	B136	15.48	B136	Industrial Batteries
26/11/2021	Cartridge King	B130	47.28	B130	Black Printer Cartridges
30/11/2021	Wrap it and Pack It Ltd	B137	27.98	B137	Safety First Aid Book Station
Total Payments			2,028.29		

Contract Tracker

7.4.1



Project	New Community Centre	Approved Contract Budget	£2,702,000.00
Contractor	LIFE Build Solutions Ltd	Contract Price	£2,701,355.42
Comparison Valuation to Contract Price	OVER 4.58%	Includes Project Contract	£50,000.00

Contract Certificate Number	Date of Contract Certificate	Value of Work	Retention	Payment	Cumulative Payment	Date Paid / Scheduled to be paid
1	03/09/2020	£198,000.00	£9,900.00	£188,100.00	£188,100.00	24/09/2020
2	13/10/2020	£518,000.00	£25,900.00	£304,000.00	£492,100.00	23/10/2020
3	10/11/2020	£668,000.00	£33,400.00	£142,500.00	£634,600.00	23/11/2020
4	10/12/2020	£810,000.00	£40,500.00	£134,900.00	£769,500.00	22/12/2020
5	18/01/2021	£951,000.00	£47,550.00	£133,950.00	£903,450.00	25/01/2021
6	12/02/2021	£1,239,000.00	£61,950.00	£273,600.00	£1,177,050.00	22/02/2021
7	11/03/2021	£1,441,000.00	£72,050.00	£191,900.00	£1,368,950.00	22/03/2021
8	08/04/2021	£1,651,000.00	£82,550.00	£199,500.00	£1,568,450.00	26/04/2021
9	12/05/2021	£1,866,000.00	£93,300.00	£204,250.00	£1,772,700.00	24/05/2021
10	11/06/2021	£2,007,000.00	£100,350.00	£133,950.00	£1,906,650.00	22/06/2021
11	16/07/2021	£2,210,000.00	£110,500.00	£192,850.00	£2,099,500.00	27/07/2021
12	16/08/2021	£2,451,000.00	£122,550.00	£228,950.00	£2,328,450.00	23/07/2021
13	20/09/2021	£2,687,000.00	£134,350.00	£224,200.00	£2,552,650.00	05/10/2021
14	19/10/2021	£2,748,000.00	£137,400.00	£57,950.00	£2,610,600.00	29/10/2021
15	18/11/2021	£2,825,000.00	£70,625.00	£143,775.00	£2,754,375.00	03/12/2021

All figures exclude VAT which is claimed back monthly from HMRC

Detailed Monitoring and Proposed Budgets for Committees

8.1

Communications & Policies

Row Labels	Outturn 2020/2021	Original Budget 2021/22	Net Exp to 31st October	Forecast	Forecast Variation	Proposed Budget 2022/23
Communications	22,434	23,500	9,419	12,900	(10,600)	12,000
Hospitality	52	0	31	0	0	0
Newsletter	3,156	6,200	2,903	6,000	(200)	10,800
Noticeboards (new)	2,264	6,000	6,102	6,100	100	0
Promoting the Council	0	1,000	0	0	(1,000)	0
Website	16,962	10,300	383	600	(9,700)	700
Systems Licences Web Input	0	0	0	200	200	500
Community Development	16,580	49,050	13,169	20,900	(28,150)	7,100
Consultancy fees	13,900	41,200	11,100	17,000	(24,200)	0
Local Community events	1,770	7,600	753	2,500	(5,100)	7,000
Marketing consultancy	575	0	127	200	200	0
New noticeboards	0	0	1,089	1,100	1,100	0
Printing & Stationery	335	0	100	100	100	100
Promotional material	0	250	0	0	(250)	0
Grand Total	39,014	72,550	22,588	33,800	(38,750)	19,100

Detailed Monitoring and Proposed Budgets for Committees

Development Board

Row Labels	Outturn 2020/2021	Original Budget 2021/22	Net Exp to 31st October	Forecast	Forecast Variation	Proposed Budget 2022/23
Feasibility Costs of Potential New Schemes	10,133	20,000	1,422	6,600	(13,400)	10,000
Architects Fees	2,000	0	640	700	700	0
Postage & Delivery Charges	0	0	552	600	600	0
Printing & Stationery	24	0	230	300	300	0
Surveyors	1,133	0	0	0	0	0
Strategic Consultants	6,976	20,000	0	5,000	(15,000)	10,000
Grand Total	10,133	20,000	1,422	6,600	(13,400)	10,000

Detailed Monitoring and Proposed Budgets for Committees

5.2

Planning & Highways

Row Labels	Outturn 2020/2021	Original Budget 2021/22	Net Exp to 31st October	Forecast	Forecast Variation	Proposed Budget 2022/23
Planning reviews	10,867	17,600	4,952	14,600	(3,000)	11,000
Air Quality Monitoring	2,940	3,000	990	1,000	(2,000)	2,000
Consultancy fees	1,336	1,500		1,500	0	1,500
Footpath & Signage	2,132	2,000	1,174	7,200	5,200	2,500
Land Registry Fees	0	100	3	100	0	0
Planning Cttee Support	4,060	8,000	2,310	4,000	(4,000)	4,000
Speeding Restrictions	399	3,000	475	800	(2,200)	1,000
Street lighting	2,555	3,000	1,451	3,000	0	3,300
Electricity	2,161	2,500	1,317	2,600	100	2,700
Maintenance & Repairs	394	500	134	400	(100)	600
Grand Total	13,422	20,600	6,403	17,600	(3,000)	14,300

Detailed Monitoring and Proposed Budgets for Committees

Finance & General Purposes

Row Labels	Outturn 2020/2021	Original Budget 2021/22	Net Exp to 31st October	Forecast	Forecast Variation	Proposed Budget 2022/23
Parish Council Administration	155,758	188,947	118,391	202,800	13,853	216,400
Accountancy	825	2,000	550	900	(1,100)	0
Bank Charges & Fees	395	600	239	300	(300)	400
Chairmans Allowance	800	800	400	800	0	800
Consultancy fees	600	0	0	0	0	0
Corporate Subscriptions	3,372	4,500	2,320	3,000	(1,500)	3,000
External Audit	600	2,400	2,400	2,400	0	2,500
Furniture and Equipment	2,608	4,800	1,273	2,000	(2,800)	3,000
General Admin Costs	222	200	345	400	200	500
Hospitality	0	0	98	200	200	200
HR, H&S services	6,180	7,000	3,711	7,000	0	8,000
Insurance	8,629	12,000	10,569	13,800	1,800	17,000
Interest	(7,573)	(15,000)	(36)	(100)	14,900	(1,000)
Internal audit	413	1,000	275	400	(600)	600
IT Management, Support & Kit	18,080	23,747	10,502	20,000	(3,747)	20,300
Land Registry Fees	39	200	9	100	(100)	100
Legal, Financial Advice and Fees	250	0	380	1,000	1,000	1,000
Loan Repayment	0	(3,000)	(6,000)	(6,000)	(3,000)	0
Mileage	54	500	30	100	(400)	100
Misc Admin Income	(13)	0	(26)	(100)	(100)	0
Payroll	112,708	134,000	81,514	143,000	9,000	146,500
Photocopying Rental and Charge	700	1,700	490	1,000	(700)	1,700
Postage & Delivery Charges	1,512	800	727	900	100	900
Printing & Stationery	2,424	1,600	1,693	2,000	400	1,600
Professional Fees	0	0	835	1,400	1,400	1,500
Public Transport	0	400		200	(200)	500
Publications	0	0	52	200	200	200
Recruitment Costs	824	1,500		0	(1,500)	0
Systems Licences Rialtas, Payroll etc	0	0	1,500	2,000	2,000	2,100
Telephone & Internet	826	100	0	0	(100)	0
Training and Conferences	1,412	7,100	4,541	6,000	(1,100)	5,000
Wayleave income	(129)	0		(100)	(100)	(100)
Precept	(459,100)	(488,797)	(488,797)	(488,797)	0	(528,500)
Precept	(459,100)	(488,797)	(488,797)	(488,797)	0	(528,500)
Sinking Fund Contribution	12,000	12,000	12,000	12,000	0	30,000
Repairs & Maintenance	12,000	12,000	12,000	12,000	0	30,000
Grand Total	(291,342)	(287,850)	(358,406)	(273,997)	13,853	(282,100)

Detailed Monitoring and Proposed Budgets for Committees

Recreation & Amenities

Row Labels	Outturn 2020/2021	Original Budget 2021/22	Net Exp to 31st October	Forecast	Forecast Variation	Proposed Budget 2022/23
Millworth Recreation Grd	3,940	1,100	683	7,400	6,300	1,100
Cleaning services	0	800	547	2,100	1,300	1,000
Electricity	0	2,000	0	300	(1,700)	500
Furniture and Equipment	0	0	95	100	100	0
Insurance	0	500	0	0	(500)	0
Repairs & Maintenance	4,000	0	0	5,000	5,000	0
Sports Pitch Maintenance	0	4,000		500	(3,500)	2,100
Surveyors	0	0	350	400	400	0
Water & sewerage	0	2,000	(309)	0	(2,000)	500
Income from Clubs	(60)	(8,200)		(1,000)	7,200	(3,000)
Playgrounds	6,100	5,100	4,769	4,800	(300)	6,000
Engineers Professional Service Allianz	2,306	0	1,974	2,000	2,000	2,000
Insurance Allianz	0	2,000	0	0	(2,000)	0
Repairs & Maintenance - Kompan	3,794	3,100	2,795	2,800	(300)	4,000
Recreation Grounds and Street Furniture	38,496	51,900	20,871	45,900	(6,000)	72,000
Benches	720	0		0	0	0
Bus shelters	60	1,000		1,000	0	1,000
Charges for Event Hire	(514)	(500)	(4,160)	0	500	(1,000)
Cleaning services	0	0	274	300	300	300
Electricity	307	300	198	300	0	500
Furniture and Equipment	1,542	0	1,659	2,000	2,000	30,000
Grants Received	0	(1,000)		0	1,000	0
Grass & Hedge Cutting/Trees	7,682	14,000	8,001	14,000	0	18,000
Legal Advice and Fees	5	0		0	0	500
Litter collection & waste bins	20,159	20,000	10,486	20,000	0	22,100
Misc Repairs & Maintenance	4,087	8,000	917	1,000	(7,000)	10,000
Payroll	4,081	4,100	2,432	4,200	100	4,400
Plants and Flowers	17	0		0	0	5,000
Pride in Our Parish	0	5,000	952	3,000	(2,000)	0
Rechargeable Costs	0	0	(52)	(100)	(100)	0
Waste Carriers Licence	0	0	164	200	200	200
Tree Surveys & Other	350	1,000		0	(1,000)	1,000
Works Paid From Reserve	0	0	0	0	0	(20,000)
Ryeish Pavilion & sports pitch	257	0	123	400	400	1,000
Contribution	(1,668)	0		0	0	0
Contribution WBC	1,000	0		0	0	0
Electricity	575	0	(496)	(500)	(500)	0
Maintenance & Repairs	(447)	0		0	0	0
Rates	797	0	619	900	900	1,000

Detailed Monitoring and Proposed Budgets for Committees

Recreation & Amenities

Row Labels	Outturn 2020/2021	Original Budget 2021/22	Net Exp to 31st October	Forecast	Forecast Variation	Proposed Budget 2022/23
Allotments	923	2,000	2,088	3,600	1,600	8,200
Allotment Income	(5,840)	(6,000)	(5,015)	(5,400)	600	(6,000)
Allotment Management	0	200	0	0	(200)	200
Corporate Subscriptions	55	0	55	100	100	100
Furniture and Equipment	461	0	1,649	1,800	1,800	6,000
Grass & Hedge Cutting/Trees	1,116	2,000	667	800	(1,200)	800
Honorarium payments	0	100	0	0	(100)	0
Materials for Repairs to Facil	4	0	0	0	0	0
Postage & Delivery Charges	216	500	276	300	(200)	300
Printing & Stationery	11	100	41	100	0	100
Repairs & Maintenance	2,653	2,100	1,148	2,000	(100)	2,000
Service and Maint Contracts	0	1,000	720	800	(200)	1,000
Systems Support & Licenses	0	0	150	200	200	200
Tree Maintenance	0	0	850	900	900	1,000
Water & sewerage	2,247	2,000	1,547	2,000	0	2,500
Community Grants	15,677	32,000	29,290	38,000	6,000	30,000
Grants	15,579	30,000	29,290	38,000	8,000	30,000
Hospitality	0	2,000	0	0	(2,000)	0
Local Community events	98	0		0	0	0
Deardon Field	0	0	1,668	1,700	1,700	0
Grass & Hedge Cutting/Trees	2,512	0	0	0	0	0
Section 106 funding	(2,512)	0	1,668	1,700	1,700	0
Facilities Management Team	41,838	45,500	21,367	39,700	(5,800)	47,600
Facilities Tools and Equipment	1,674	3,000	500	1,000	(2,000)	3,000
Fuel for Van & Mower	909	1,600	720	900	(700)	1,000
Insurance	509	700	0	600	(100)	600
Materials for Repairs to Facil	157	100	390	600	500	600
Mileage	306	300	0	0	(300)	100
Payroll	33,596	34,400	17,306	30,500	(3,900)	35,100
Protective Clothing and Unifor	534	500	88	300	(200)	1,000
Repairs and Parts etc for Vehi	260	500	98	100	(400)	500
Telephone & Internet	729	800	442	800	0	800
Training and Conferences	25	0	0	0	0	200
Vehicle Rental	3,139	3,600	1,823	4,900	1,300	4,700

Detailed Monitoring and Proposed Budgets for Committees

Recreation & Amenities

Row Labels	Outturn 2020/2021	Original Budget 2021/22	Net Exp to 31st October	Forecast	Forecast Variation	Proposed Budget 2022/23
Spencers Wood Pavilion	65,989	(24,200)	9,747	3,900	28,100	(2,300)
CCTV	240	200	0	0	(200)	0
Cleaning services	3,476	11,600	7,504	14,000	2,400	18,000
Cleaning Supplies	116	0	330	400	400	600
Consultancy fees	1,748	0	(577)	0	0	0
Contract Maintenance	0	0	177	200	200	0
Corporate Subscriptions	0	0	159	200	200	200
Electricity	546	1,000	5,083	5,500	4,500	2,600
Employers Agent Fees	14,086	0	0	0	0	0
Furniture and Equipment	22,704	1,000	5,738	6,000	5,000	1,500
Gas	695	0	0	0	0	0
Grass & Hedge Cutting/Trees	5,308	0	0	0	0	0
Hall Hirers	(9,299)	(27,500)	(7,405)	(12,000)	15,500	(12,000)
Hire of Plant & Machinery	569	0	0	0	0	0
IT Management, Support & Kit	3,272	0	0	0	0	0
Litter collection & waste bins	319	800	0	0	(800)	0
Rates	1,238	2,300	1,006	1,600	(700)	1,800
Rental Income	0	(18,000)	(5,600)	(18,700)	(700)	(21,000)
Repairs & Maintenance	16,120	500	379	500	0	1,000
Security Services	3,172	1,000	0	500	(500)	500
Service and Maint Contracts	772	2,000	120	2,000	0	2,500
Surveyors	0	0	1,170	1,200	1,200	0
Telephone & Internet	758	600	1,452	2,100	1,500	1,500
Water & sewerage	149	300	211	400	100	500
Youth Services	7,956	27,800	4,007	7,800	(20,000)	15,200
Payroll	7,485	13,000	3,918	7,300	(5,700)	9,200
Youth Equipment	288	0	0	0	0	0
Youth service expenditure	183	11,500	89	500	(11,000)	5,000
Youth services BY contracted	0	3,300	0	0	(3,300)	1,000
Planning and Surveys to Implement Sports	0	0	0	1,000	1,000	10,000
Professional Advice	0	0	0	1,000	1,000	10,000
Grand Total	203,044	174,700	106,784	215,800	41,100	238,700

Detailed Monitoring and Proposed Budgets for Committees

Recreation & Amenities

Row Labels	Outturn 2020/2021	Original Budget 2021/22	Net Exp to 31st October	Forecast	Forecast Variation	Proposed Budget 2022/23
School Green Centre	21,868	33,500	12,171	61,600	28,100	49,900
Advertising	0	500		500	0	500
Cleaning services	3,934	12,400		22,000	9,600	66,000
Cleaning Supplies	48	600		200	(400)	600
Community Centre Venue Hire	106	(45,000)	0	(5,000)	40,000	(88,600)
Consultancy fees	4,516	0	5,695	9,000	9,000	0
Corporate Subscriptions	0	0	159	600	600	700
Electricity	5,796	9,900	35	2,000	(7,900)	4,500
Furniture and Equipment	0	1,500	40	100	(1,400)	500
Grass & Hedge Cutting/Trees	50	0		0	0	0
IT Management, Support & Kit	230	0	0	0	0	0
Litter collection & waste bins	(39)	2,000		500	(1,500)	1,600
Mileage	0	0	38	100	100	100
Payroll	0	47,400	4,733	25,200	(22,200)	51,700
Protective Clothing and Unifor	0	0	108	400	400	400
Rates	1,492	4,300		3,000	(1,300)	6,000
Rental Income	0	(7,000)	0	(2,000)	5,000	(6,500)
Repairs & Maintenance	363	600		0	(600)	1,000
Security Services	250	200		500	300	2,400
Service and Maint Contracts	2,487	0		1,000	1,000	4,600
Telephone & Internet	2,069	5,100	1,272	2,600	(2,500)	2,600
Training and Conferences	0	0	75	100	100	300
Water & sewerage	566	1,000	16	800	(200)	1,500

Total Proposed Budget By Committee 2022/2023

Summary Current Forecast and Proposed Budget By Committee 2022/2023

Row Labels	Outturn	Forecast	Proposed
	2020/2021		Budget 2022/23
Communications & Policies	39,014	33,800	19,100
Development Board	10,133	6,600	10,000
Finance & General Purposes	-291,342	-273,997	-282,100
Planning & Highways	13,422	17,600	14,300
Recreation & Amenities	203,044	215,800	238,700
Grand Total	-25,729	-197	0

Forecast Position on Reserves to 31st March 2022

8.1a

	(i) Balance Sheet Ref	(ii) Balance B/fwd 1/4/21	(iii) Estimated Receipts 2021/22	(iv) Capital Expenditure 2021/22 Including Investments	(v) Forecast Revenue Expenditure 2021/22	(vi) Forecast Revenue Income 2021/22	(vii) TFR to and from Reserves 2021/22	(viii) Transfer Between Reserves	(ix) Balance Carried F/wd 31/3/22
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Earmarked Reserves									
New Website	301	10.0						(5.0)	5.0
Repairs and Renewals	320	31.0	12.0					13.5	56.5
New Community Centre (Furniture)	321	50.0		(50.0)					0.0
Elections	325	4.0							4.0
Highways Improvement	326	52.0		(32.0)					20.0
Millworth Lane Upgrade	329	40.0		(40.0)					0.0
Pride In Our Parish	334	34.0		(25.7)				(8.3)	0.0
Youth Initiatives	335	11.0							11.0
General Planning Issues	336	25.0							25.0
Total Earmarked Reserves		257.0	12.0	(147.7)	0.0	0.0	0.0	0.2	121.5
CIL - Unallocated									
Unallocated			2,079.4					(488.5)	1,590.9
Earmarked CIL Reserves									
New Community Centre (To Certificate no 15)		601.0		(1,089.5)				488.5	0.0
Balance of CIL		601.0	2,079.4	(1,089.5)	0.0	0.0	0.0	0.0	1,590.9
General Fund									
Working Capital		200.0							200.0
Total General Fund		200.0	0.0	0.0	0.0	0.0	0.0	0.0	200.0
Current Year Revenue Budget									
Income (Hire Facilities/Interest/Loan Repay)						48.8			48.8
Precept & Grant						488.8			488.8
Expenditure in Year					(537.4)			(0.2)	(537.4)
Transfer to Earmarked Reserves						537.6		(0.2)	(0.2)
Total General Fund Reserves		0.0	0.0	0.0	(537.4)	537.6	0.0	(0.2)	0.0
Total Reserves		1,058.0	2,091.4	(1,237.2)	(537.4)	537.6	0.0	(0.0)	1,912.4

Total Proposed Budget By Committee 2022/2023

8.2

Summary Current Forecast and Proposed Budget By Committee 2022/2023

Row Labels	Outturn	Proposed	
	2020/2021	Forecast	Budget 2022/23
Communications & Policies	39,014	33,800	19,100
Development Board	10,133	6,600	10,000
Finance & General Purposes	-291,342	-273,997	246,400
Planning & Highways	13,422	17,600	14,300
Recreation & Amenities	203,044	215,800	238,700
Grand Total	-25,729	-197	528,500

Finance and General Purposes

35.6 Proposed Investment Spread

Cllr. James gave an overview of the proposed investment spread circulated to members prior to the meeting. It was thought that the level of investment would reduce over the next six years in line with the reduction of CIL income.

The Clerk undertook to circulate details of the investment fund to members for consideration.

It was **PROPOSED** that on receipt of agreement of the list of Investments used by CCLA the investment spread be **RECOMMENDED** to Full Council for approval.

Proposed: Cllr Grimes

Seconded: Cllr Peer

Unanimously Approved

INTROCUCTION

Shinfield Parish Council councillors and officers are servants of the public and they are indispensable to one another. But their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction and control of the Council or relevant committee.

THE CHAIR

The first business of a parish council at the annual council meeting is to elect a Chair. A council is not properly constituted until it has appointed a chair and any business carried out before the election of a chair is void. However, anyone elected to the office of Chair cannot act in that office until the prescribed declaration of acceptance of office has been made.

The Chair of a council, if present at meetings, must preside. They generally have both an original and a casting vote.

In law, the Chairman has few special powers (a casting vote and the right to convene, attend and chair the parish meeting; sign minutes and receive an allowance). He cannot be given delegated authority to act on behalf of the council, and the Chairman has no right in law to give any directions other than those approved by the full Council. In particular, for example, the Chair of Council has no powers to suspend or dismiss the Officers of the Council.

The powers and duties of the chairman are generally derived from standing orders and common law. At common law it is the duty of the chairman "to preserve order, and to take care that the proceedings are conducted in a proper manner and the sense of the meeting is properly ascertained". The Chairman at a meeting has control of its procedure for the purpose of enforcing the law and good order. He must prevent decisions being taken on matters which are not on the agenda.

THE COUNCIL AS A CORPORATE BODY

A parish council is a body corporate. It is an incident of corporate status that the corporation, rather than the individuals who comprise it, has legal significance. A member in his individual capacity has no executive powers and can exercise no lawful authority.

Councils have a legal identity as corporate bodies and are separate and distinct from the persons who, comprise an authority for the time being. As such, they can hold property, employ staff and sue or be sued in their own name. This means that individual councillors are not personally liable for acts done in good faith by the Council. However, Local Authorities derive their powers from statute and do not exist independently of it. This means that, although they may properly lobby for changes in the law, in their day- to-day conduct of affairs they must act within the law as it stands. It also means that councils are subject to the ultra vires doctrine and cannot act beyond the powers bestowed upon them by statute.

As employers, councils have a duty to ensure the health, safety and welfare at work of all employees. They must also arrange for the proper administration of their financial affairs and appoint a Responsible Financial Officer.

COUNCILLORS AS INDIVIDUALS

It is the role of Councillors as individuals to represent their communities and bring their views into the Council's decision-making process. Whilst they can deal with individual casework and act as an

advocate for constituents in resolving particular concerns or grievances, they will also need to balance different interests and represent their Ward as a whole. They will also need to be available to represent their Council on other bodies.

Individuals cannot act as a councillor until they have signed a formal declaration of acceptance of office. This must be done in the prescribed form at or before the first meeting attended; unless the Council agrees that it can be done at a subsequent meeting.

Councillors must also sign an agreement to abide by the code of conduct adopted by their council in which they agree to act openly and honourably in the public interest. They must never use their position to secure advantage for themselves, family or friends, and must not do anything that brings the council into disrepute. Members are under a duty to report any perceived breach of the Code.

Councillors also have a duty to register specific financial interests within 28 days of election and must declare a personal interest as soon as they are aware that they might benefit, more than most other people in the parish, from the outcome of a discussion on the agenda. Where judgement of the public interest could be prejudiced, then this personal interest becomes a prejudicial interest and they must leave the meeting room for that agenda item; this must also be minuted.

Individuals have a duty to act properly as a councillor. In particular they have a responsibility to:

- attend meetings when summoned to do so; the notice to attend a council meeting is, in law, a summons, because councillors have a duty to attend
- prepare for meetings by studying the agenda and making sure they are properly informed about issues to be discussed
- take part in meetings and form sound judgements based on what is best for the community – and then to abide by majority decisions
- ensure, with other councillors, that the council is properly managed
- represent the whole electorate, and not just those who voted for them
- listen, and then represent the views of the community when discussing council business and working with outside bodies
- maintain proper standards of behaviour as an elected representative.

Councillors are not volunteers they are elected public officials.

ROLE OF THE CLERK

The current statutory basis for employing a Clerk is Section 112 of the Local Government Act 1972. The Clerk to the Council is 'The Proper Officer' of the Council i.e. the person responsible for formal acts and to whom all correspondence is addressed in the normal course of events, or for the service of legal documents. The Clerk is an independent and objective advisor of the council who takes instructions from the corporate body and must recognise that the council is responsible for all decisions.

The Clerk is responsible for:

- the administration of the affairs of the Council
- advising the Council on policy matters
- guiding the Chairman on procedural issues
- ensuring that Council decisions after due deliberation are conducted according to the relevant rules, regulations and procedures.

- It is the duty of the Clerk as the Proper Officer to assist Members of the Council on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the Clerk to the Council on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance.
- The Clerk to the Council or designated deputy may take any of the actions necessary to continue the running of the Council, where no decision between alternative courses of action is needed – without waiting for a decision of a Council Meeting. Normally such a decision would be made in consultation with the Chairman and reported to the next Council meeting.
- The Clerk to the Council is in the position of a non-partisan and independent Officer at the same time as being an employee. He must carry out the work and lawful instructions of the Council irrespective of any personal opinion or preference.

THE RELATIONSHIP BETWEEN THE CLERK AND THE COUNCIL

It is clear from research carried out by both NALC and SLCC that a local Council only functions well through partnership working between the Chairman, the Clerk to the Council and the Councillors. The most effective Councils are those where a climate of mutual respect has been achieved. The relationship between Councillors and officers is an essential ingredient that goes into the successful working of the organisation. This relationship within the authority is characterised by mutual respect, informality and trust. Councillors and officers feel free to speak to one another openly and honestly.

Certain officers e.g. Clerk & Responsible Financial Officer have responsibilities in law over and above their obligations to the Council and to individual Councillors, and Councillors must respect these obligations, and must not obstruct officers in the discharge of these responsibilities.

The Clerk and other officers of the Council are the employees of the Council corporate. No one Councillor, or group of Councillors may require the Clerk to the Council, or other Officers, to carry out any duty or function within the scope of their employment that does not have the sanction of the full Council or committee acting under a majority decision.

The Council has power to delegate functions to a Committee or Sub Committee of the Council, or to the Clerk to the Council, or other Officers.

MEETINGS

All Councillors must receive a summons and agenda a minimum of three days before each council committee or sub-committee meeting. The three clear days is established in law because it is important to be notified of issues to be discussed. Items requiring a decision cannot be added to the agenda after the deadline has passed; they must wait for another meeting.

It is actually unlawful to make a decision, especially a decision to spend money, without the three clear day period.

Agenda content is the clerk's responsibility working with the relevant committee chair. The clerk must sign the agenda and can decide how it will be set out.

The chair is in charge during council meetings; this is an office created by legislation commanding respect. Remember, the chair is elected at the Annual Meeting of the Council for one year. The chair has a duty to ensure that council meetings run smoothly, that all business is properly considered and

all councillors who wish to speak can do so. It is good practice for the chair to refer to the clerk for advice.

It is unlawful for a council to delegate decision making to any individual councillor including the chair.

However, when a vote is tied, the chair may use a second, or casting vote.

Shinfield Parish Councils Meeting Schedule January 2022 – December 2022

Approved XX XXX 2022 – Minute Ref xx/xx/xx

Committee Meeting and Location	Jan 2022	Feb 2022	March 2022	April 2022	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022
Planning and Highways (1 st Thurs of the Month)	6	3	3	7	5	2	7	4	1	6	3	1
Development Board (2 nd alternative Weds of the Month)	12	No Meet	9	No Meet	11	No Meet	13	No Meet	14	No Meet	9	No Meet
Finance and General Purpose (2 nd alternative Weds of the Month)	No Meet	9	No Meet	13	No Meet	8	No Meet	10	No Meet	12	No Meet	14
Communication and Policies (3 rd Thursday of the month)	20	17	17	21	19	16	21	18	15	20	17	15
Full Council (3 rd Mon of the Month)	17	21	21	18	16	20	18	15	19	17	21	19
Recreation and Amenities (Last Thurs of the Month)	27	24	31	28	26	30	28	25	29	27	24	29
Annual Parish Meeting (Between March 1 st and June 1 st) (Annual Meeting (Any day in May))			28		2							
Staffing Committee 19:00 start (Closed to Public)		8		12			12			11		13