

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 15 February 2021 by Zoom videoconference, commencing 19.30 hrs.

Present: Cllrs P Alexander, N Boyer, E Brown, I Clarke, P Emmet, A Grimes (Chair), P Jahromi, L James, D Lias, I Montgomery, A Narayanan, M O'Brien, and D Peer

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary), Kuoy Young (Deputy Chair), B/Cllr P Batth

21/12 Public Questions

There were no public questions. Even though the public were offered arrangements to attend the zoom meeting.

21/13 Apologies and declarations of members' interests

13.1 Apologies were received from Cllr's Alexander and B/Cllrs. Munro and Haitham-Taylor

13.2 There were no declarations of interest.

13.3 There were no changes to members' declarations of pecuniary interests.

21/14 14.1 Council Minutes 18 January 2021

The minutes of the Council meeting held on 18 January 2021 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. Jahromi Seconded: Cllr. Boyer Unanimously agreed

3.2 Matters Arising from Previous Meeting

128.0 Clerk to write to Sarah Hollamby and Gary Howarth requesting an update on Ryeish pavilion and remediation of rates.

The Clerk confirmed that he had contacted the solicitor to request that this matter was expedited as SPC was experiencing financial loss. The Clerk was asked to write to the Senior Partner to ensure that due diligence was taking place and indicating that SPC may

need to consider withdrawing its business should the matter continue to remain outstanding.

71. Clerk awaiting Millworth Lane lease for signature

The Clerk confirmed that this issue was also with the solicitor for resolution.

145.3 Cllr. Grimes to draft letter for local paper on SPC's building of Spencers Wood Pavilion for approval by members.

This item was noted as ongoing.

145.3 Clerk to publish letter once agreed on Website

This item was noted as ongoing.

4.3.4 TMX working party to prepare lessons learnt document

Cllr. Lias confirmed that the lessons learnt document had not yet been finalised. It was understood that by expressing an interest in the property this may have drawn attention to it from other parties. Potential buyers had expressed an interest in developing land at the rear of the site.

Cllr. Grimes undertook to contact Cllr. Batth about the potential development of community assets.

6.1 Cllr. Grimes and Cllr Boyer to discuss marketing strategy with Cratus

See item 18.5

8.3 Clerk to invite Cllr Peer to 9 Feb 21 Community Centre meeting

This item was noted as complete.

10 Clerk to reschedule F&GP to March and May and move Development Board meeting to 11 March.

This item was noted as complete.

There were no further matters arising.

15. Reports

15.1 Minutes of the Recreation and Amenities Committee Meeting 28 January 2021

The Clerk noted that the minutes had not been circulated and that they would be noted at the next Full Council meeting.

15.2 Minutes of the Planning and Highways Committee Meeting 4 February 2021

15.2.1 The Clerk noted that the minutes had not been circulated and that they would be noted at the next Full Council meeting.

15.2.2 Cllr. Brown raised concerns about a planning application from Nullis farm and queried whether there was an intention to knock down the old farmhouse which was a listed building. Cllr. Boyer confirmed the application related to the stable block and not the farmhouse.

15.2.3 It was **AGREED** that the Planning & Highways committee should give thought to whether

SPC should produce a policy on listed buildings to help ensure their protection.

15.3 Staffing Committee

Cllr. James confirmed that staff appraisals had taken place and that the Clerk's appraisal would be taking place later this week. The committee had discussed the possibility of recruiting two front of house staff for the community centre which it was hoped would be recruited from the locality. A recommendation would be made at a future Council meeting.

The Clerk confirmed that the staff team were aware of a potential increase in personnel due to the expansion of assets.

15.3 Working Parties Reports

15.3.1 Website Working Party

The report from the Website Working Party circulated prior to the meeting was discussed. The recommendation of the working party to delay the launch of the new site to allow for some minor issues to be addressed was **NOTED**.

15.3.2 Spencers Wood Recreation Ground working party

Cllr. Clarke confirmed that the working party was giving consideration to the provision of a Multi-Use Games Area and skate park at the recreation ground. The Deputy Clerk, Facilities Manager and Cllr. Clarke had met with representatives of relevant companies to understand what could be achieved and related costs. WBC had confirmed that planning permission would be required for both facilities. Estimates suggested costs would be circa £220k. Subject to obtaining required approvals the working party were keen to see completion of the project by Autumn 2021.

15.3.3 Future of Shinfield Working Party

Cllr. Montgomery confirmed that the working party had discussed the possibility of seeking the views of residents via use of a survey. Cllr. Grimes noted the negative response to the previous LOCALITY survey and it was **AGREED** that thought would be given to how this could be avoided.

15.3.3.1 Cllr. O'Brien noted that the working party had identified 5 key pillars which they considered key to the parish for which each member was taking responsibility. Further information would be shared with Full Council at an appropriate time.

15.4 Chair's Report

15.4.1 The Chair highlighted the following points:

- Further discussions with the neighbours of the One Stop Shop in respect of enforcement issues had been held.
- Plans on the proposal for an additional bus stop on Hyde End Road were awaited
- Complaints had been received about the performance of Taylor Wimpey in relation to the Parklands development. It was **AGREED** that Cllr. Grimes would forward the issues to Cllr. Clarke to enable him to address them with Taylor Wimpey.
- The Future Shinfield Wworking Party had made good progress with ideas for how the parish could develop. B/Cllr Batth undertook to ask Wayne Smith, WBC to attend the next Council meeting to speak about the emerging Local Plan

15.5 Clerks Report

The Clerk highlighted the following from his report circulated prior to the meeting:

- The Deputy Clerk was making good progressing. Her CiLCA course would commence in May for completion by May 2021.
- Annual Parish Council meeting – It was **AGREED** that a decision on whether to postpone or cancel the Annual Parish Council Meeting would be made after the Government announcement on 22 February.
- The four new Councillors would be attending training in June.
- The Town Clerk in Wokingham had fed back that there was a hotspot of Covid-19 cases in Shinfield on the border with RBC.
- A leaving collection was being arranged for the facilities assistant.

15.6 Borough Councillor Reports

15.6.1 B/Cllr Batth noted the following:

- The weekly garden waste collection had been suspended due to covid cases amongst staff but were now back to normal.
- Recycling bags would be delivered from 22 February onwards throughout the Borough in a bid to increase recycling from 50% to 75%
- Grass cutting would resume in March.
- A new carbon neutral activity centre would open in Summer 2021 at Dinton Pastures
- Fly tipping was still being experienced in the parish though it had substantially reduced.
- Libraries continued to operate a click and collect service which was being well used.
- There were concerns that members of the BAME community were not taking up the Covid-19 vaccination. Work was taking place to encourage participation.
- A battery had started the recent fire in a refuse vehicle.

15.6.2 Cllr. Montgomery noted the appointment of a new community engagement officer in Shinfield North and the imminent meeting taking place to which B/Cllr. Batth and Cllr Brown asked to attend.

15.6.3 It was confirmed that reports had not been received from the other Borough Councillors.

15.7 Questions to WBC via Borough Councillors

There were no questions raised by members.

15.8 Verbal reports from committees/meetings/outside bodies that have not convened/published minutes since the last Full Council meeting

15.8.1 Neighbourhood Action Group December 2020

15.8.1.1 Cllr. Peer highlighted the following points.

- There had been a high number of attendees.
- Several questions had been raised on speeding.
- Police noted that there had been a spate of minor damage to cars though incidents of anti-social behaviour had reduced.

- The number of reports received in respect of Covid rule breaches had been high.

15.8.1.2 Cllr. Grimes confirmed that he had been advised by Andy Glencross, WBC, that the Borough had completed a survey on speed limits and that the recommendation had been that no changes would be implemented.

15.8.2 Borough Council Liaison Meeting

15.8.2 Cllr. Peer stated that she had attended the recent Borough Council Liaison meeting and highlighted the following:

- Simon Price has taken over from Nick Austin as the Borough Council's senior officer contact with the Town and Parish Councils. Simon's responsibilities included Localities, Community Safety, Housing and Homelessness. He intended to meet with all the Towns and Parishes in order to gain greater understanding of local issues and opportunities for partnership working.
- Parish Councils had been asked to encourage residents to participate in the upcoming Census.

15.8.3 Spencers Wood Village Hall Committee Meeting

Cllr. Brown confirmed that the committee had expressed an intention to carry out maintenance on the village hall and that he had suggested that they make a grant application to SPC containing a long-term plan on the understanding that they comply with the requirements of the grant.

15.8.4 Baptist Church Meeting

15.8.4.1 Cllr. Brown noted that whilst regular activities at the hall were suspended volunteers had been working with the foodbank and other groups.

15.8.4.2 It was noted that there were several initiatives happening in the community in response to the pandemic and suggested that SPC could make an award in recognition. It was **AGREED** that consideration would be given to how this initiative might work in practice.

15.8.4.3 Cllr Brown undertook to circulate his report on footpaths to members.

21/16

Neighbourhood CIL Report

16.1 Cllr. James confirmed that £1.4m had been invoiced from developers and that to date SPC had received SPC £1.1m with the balance expected in April. Total CIL income was likely to be in the region of £4m over the next two years including money already received.

16.2 The Neighbourhood CIL report received from WBC was **NOTED**.

21/17

Invoices for Payment

17.1 It was **PROPOSED** that the report of invoices for payment up to 5 February 2021 was **RESOLVED**.

Proposed: Cllr. Peer

Seconded: Cllr. Emmet

Unanimously Agreed

17.2 The Barclay card statement detailing expenditure by SPC up to 5 February 2021 was **RESOLVED**.

Proposed: Cllr. Peer Seconded: Cllr. Brown Unanimously Agreed

17.3 It was **PROPOSED** that the payment of Invoice No. 6 for the New Community Centre @ £273,600 ex VAT was **APPROVED**.

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

17.4 **Contract Register**

The Contract Register, tracking the payments for Lifebuild and the New Community Centre was **NOTED**.

21/18

New Community Centre

18.1 Cllr. Grimes confirmed that the building contract was currently running about one week behind schedule but that the contractors were confident that this would be recovered. The project was on budget. It was intended that a Council visit would take place to the site in March. It was acknowledged that there would be an increased risk of sickness which could potentially cause delays as work moved inside the building.

18.2 Cllr Peer confirmed that she had held a meeting with the catering consultants and parties interested in running the café to ensure that they understood what was required from them in the procurement process.

18.3 The Clerk confirmed that he had asked for a recommendation for a lawyer from the catering industry to understand liability under Environmental Health obligations and other legislation.

18.4 Cllr. Boyer outlined a process involving the community for naming the building and asked Councillors to submit their ideas. Residents will be given the opportunity to select their preference from the short list.

18.5 Cllr. Boyer confirmed that Cratus had acknowledged issues with the previous newsletter drop. The Clerk had sourced a new distributor to deliver future newsletters and Councillors would be asked to confirm that they had received the letter as a control measure. A newsletter would be circulated shortly and a list of suggested items for inclusion had been circulated to members. The following observations were made:

- The work of the parish council and its value should be highlighted
- Care should be taken when stating services promised by developers as some were yet to come to fruition.
- The concerns of existing residents should be considered.
- Input should be sought from members of the Future of Shinfield Working Party.
- It should be made clear that many decisions were the responsibility of WBC and not SPC.

18.6 The Clerk undertook to circulate the draft newsletter to Councillors allowing three days for

comments with Cllr. Grimes and Cllr Boyer signing off the final version.

18.7 Cllr. Boyer undertook to provide a report of work carried out by Cratus to date for the next Full Council meeting.

18.8 The verbal update on the new Community Centre was **NOTED**.

21/19 **Interim Final Audit Report**

19.1 The Clerk gave an overview of the audit report highlighting the findings. It was a very successful audit with only two minor issues raised. The Council expressed thanks to the Clerk and his staff for the work involved in ensuring assurance.

19.2 It was **RESOLVED** that the interim final audit report be accepted.

Proposer Cllr. Jahromi Seconded: Cllr Lias Unanimously Agreed.

21/20 **Correspondence**

20.1 Brookers Hill Bus Stop

The Deputy Clerk confirmed that responsibility for progressing the matter sat with the Traffic Management team at WBC who had confirmed that they were looking into it and would revert to SPC.

20.2 Staff Resignation

The resignation of Kerry Taylor from SPC, his last working day being the 28 February 2021, was **NOTED**.

20.3 Parklands Development

The Deputy Clerk was liaising with the developers of the site on a request for two road names for the development. War Memorial names were usually used however it was thought that all names had already been allocated for this purpose although this requires confirmation. Some ideas had been provided by the Shinfield local history group however it was suggested that the Spencers Wood history group were contacted for further options. Cllr. Brown undertook to provide a contact name to the Deputy Clerk. Further names would be proposed at the Planning and Highways committee meeting in March.

21/21 Date of Next Meeting: **15 March** to be held virtually

The meeting ended at 10:00pm.

Action Items:

Minute Ref	Details	Action By:
128	Clerk to confirm when the land swap paperwork is completed	Clerk
71	Clerk awaiting amended Millworth Lane lease for signature.	Clerk
145.3	Cllr. Grimes to draft letter for local paper on SPC's building of Spencers Wood Pavilion for approval by members.	Cllr. Grimes
145.3	Clerk to publish letter once agreed on Website	Clerk
4.3.4	TMX working party to prepare lessons learnt document	Cllr. Lias

4.3.4	Cllr. Grimes to contact B/Cllr Bath regarding the development of community assets in the parish	Cllr. Grimes
15.2.3	Planning & Highways committee to give thought to whether SPC should produce a policy on listed buildings to help ensure their protection.	Cllr. Peer/Clerk
15.4.1	Cllr. Grimes to forward details of issues at the Parklands development to Cllr Clarke to enable him to pursue the matter with Taylor Wimpey	Cllr. Grimes
15.8.4.2	Consideration to be given to implementing a process for making an award to nominated community groups for their efforts during the pandemic.	Clerk
15.8.4.3	Cllr Brown to circulate his footpath report	Cllr Brown
18.4	Councillors to submit suggestions for names for the Community Centre to Cllr Boyer	All
18.6	Community Centre newsletter to be circulated to all Councillors for comment within 3 days	Clerk
18.7	Summary of work completed so far by Cratus to be shared at next Council Meeting	Cllr Boyer