

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